

Dean of Students

Job Description			
Position:	Dean of Students	Date Created:	11/6/2024
Department:	Administration	Job Type:	Full-Time
Reports To:	School Principal	FLSA Category:	Exempt
Placement Schedule: Placement Schedule 2, Paygrade A7			

POSITION SUMMARY:

Under the general supervision of the School Principal, the Dean of Students performs a variety of leadership, supervisory, and administrative duties to help achieve the educational and operational goals of the school. The Dean of Students serves as acting principal in the absence of the School and Assistant Principals.

KEY RESPONSIBILITIES:

- Assists principal in the administration of the school.
- Serves as acting principal in the absence of the principal and assistant principals.
- Informs and advises the principal on matters of general operation of the school. Assists in coordinating transportation, custodial, cafeteria, and other support services.
- Assists the principal in maintaining and developing good public relations, and student and staff morale.
- Assists in organization of a student council and other club activities. Assumes leadership in the direction of the school's athletic and extra-curricular activities. Attends special events held to recognize student achievement and school sponsored activities, functions and athletic events.
- Assists the principal in carrying out assigned duties involving student activities, curriculum, discipline, buildings and grounds, inventory of property, and supervision of assigned personnel. Requisitions supplies, textbooks, and equipment. Conducts inventories and maintains records for such purchases as necessary.
- Assists the principal in drafting and implementing general school policies and regulations.
- Cooperates in the conducting of safety inspections and safety drill practice activities.
- Assists in maintaining discipline throughout the student body, and deals with special cases as necessary. Makes recommendations on updating disciplinary and other forms dealing with student conduct. Assists with annually reviewing the student Code of Conduct.
- Assists principal in responsibility for care and protection of all school property and facilities.
- Keeps abreast of legal requirements and proposed changes and provides advice to the Principal as to their effect on the school system. Maintains contact with other districts in Florida and other states to share receive information on good programs and practices.
- Assists the Principal in organizational analysis and development.
- Prepares and submits applications, reports, schedules, surveys, projects, statements, etc., as required by the Principal. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in education, business, or related field of study (required).
- Master's degree in in Educational Leadership or related field of study (preferred).
- 2-5 years prior experience in a school leadership or similar role (preferred).
- Prior experience in a school or similar educational environment.
- Strong organizational and time management skills.



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- Meticulous attention to detail to ensure data is entered accurately.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information and make recommendations to management as needed.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 20 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, students, and others.

TRAVEL REQUIREMENTS:

- Occasional travel to various school, district, state, and/or community events may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____