

Job Title: Dean of Elementary - District

Immediate Supervisor: Building principal, Superintendent or designee

Classification: Administration with initial 2 year contract

Employment Terms: 210 days, salaried

Salary: \$50,000

Requirement: Administrative license is preferred

Base of Operation: Flint Lake Elementary, but will serve all elementary schools with 450 or greater enrollment as needed

General Job Description:

Dean of Students

- Work with building principals to establish and maintain discipline
- Work with building principals to monitor and supervise before, during, after school activities
- Attend administrative meetings as requested by Superintendent or designee
- Communicate with parents and staff in matters of discipline
- Serve on a variety of committees, and engage in district and building initiatives
- Be active in the community by serving on boards, attending events, contributing with time, money, and talent where needed
- Become certified School Safety Specialist and serve on safety team
- Cover elementary administrators when they are out of their building
- maintain a level of proficiency with current technology and its use
- assist with the safe arrival and dismissal of elementary students
- schedule, conduct, and/or attend parent conferences as an administrative representative
- develop behavior plans for students in collaboration with staff, parents, social workers, students
- collaborate with social workers and other support staff to meet the needs of students

Complete all other administrative tasks as assigned by Principal(s), Superintendent or Designee.