

New Berlin CUSD #16
JOB DESCRIPTION

Position Title: Dean of Students

Qualifications:

1. Professional Educator License with a School Counselor endorsement (Type 73) as required by the Illinois State Board of Education and/or school district.
2. Demonstrates professionalism, integrity, ethical conduct, and positive interpersonal relationships at all times.
3. Minimum of four years of successful educational experience, preferably at the elementary and/or junior high school level.
4. Previous Dean of Students experience preferred
5. Knowledge of Illinois School Code, student discipline procedures, restorative practices, PBIS, and MTSS.
6. Complete Teacher Evaluation Modules in ELIS
7. Knowledge of student information systems and data management
8. Ability to maintain confidentiality and exercise sound judgment
9. Excellent written and oral communication skills and strong computer skills.
10. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
11. Develop and maintain solid relationships with students in order to support them socially, emotionally, academically, and physically
12. Strong communication, leadership, collaboration, problem-solving, and organizational skills.

Department: Building Personnel

Location: Elementary and Junior High School

Reports to: Building Principals

FLSA Class: Exempt

Revised Date: 07/09/26

JOB GOAL: Serve as a collaborative instructional leader who supports the building principals in creating a safe, positive, and student-centered learning environment. The Dean of Students provides leadership in student behavior, attendance, restorative practices, PBIS, MTSS, school climate, and student counseling services while partnering with students, families, and staff to promote academic achievement, social-emotional wellness, and positive school culture. The Dean also shares responsibility for the supervision and evaluation of staff and performs other duties as assigned by the building principals.

PROFESSIONAL RESPONSIBILITIES:

Student Behavior, Attendance, and School Climate

1. Provide leadership in fostering a safe, positive, and student-centered school climate.
2. Administer and oversee student discipline in accordance with Board policy, the student handbook, and the Illinois School Code while utilizing restorative practices whenever appropriate.
3. Implement and support school-wide Positive Behavioral Interventions and Supports (PBIS), Multi-Tiered System of Supports (MTSS), social-emotional learning (SEL), and character education initiatives.
4. Monitor student attendance, investigate chronic absenteeism and tardiness, and collaborate with families and staff to improve student attendance.
5. Supervise students throughout the school day and at extracurricular activities as assigned.
6. Monitor student academic, behavioral, attendance, and social-emotional data to identify students requiring additional interventions and supports.
7. Assist in implementing the School Improvement Plan and building goals related to student achievement, behavior, attendance, and school culture.

School Counseling and Student Support Services

1. Provide individual and small-group counseling to support students' academic, social-emotional, behavioral, and personal development.
2. Deliver developmentally appropriate classroom counseling lessons aligned with the district's school counseling program.
3. Assist students in developing self-awareness, emotional regulation, conflict resolution, responsible decision-making, and interpersonal skills.
4. Consult and collaborate with teachers, administrators, families, and support personnel to develop effective interventions that promote student success.
5. Participate in MTSS, problem-solving, IEP, 504, and other multidisciplinary team meetings as assigned.
6. Coordinate and oversee the Section 504 process in accordance with applicable laws and district procedures.
7. Connect students and families with appropriate community agencies and outside support services.
8. Assist with student transitions, including elementary to junior high and other transitional periods.
9. Assist in responding to student crises, behavioral emergencies, threat assessments, and other situations requiring coordinated student support.

Instructional Leadership and Assessment

1. Collaborate with the administrative team to support instructional initiatives, curriculum implementation, and continuous school improvement efforts.
2. Support the coordination and administration of district and state assessment programs while ensuring appropriate testing accommodations for eligible students.
3. Utilize assessment, behavioral, and attendance data to evaluate student needs, monitor intervention effectiveness, and support continuous improvement.

4. Provide professional learning and resources to staff regarding student behavior, social-emotional learning, interventions, and student support strategies.

Staff Leadership and Collaboration

1. Collaborate with principals in the supervision, coaching, and evaluation of certified and non-certified staff in accordance with district procedures.
2. Foster positive working relationships with students, families, staff, and community members through effective communication and collaboration.
3. Serve as a member of building leadership teams, faculty committees, and other district committees as assigned.
4. Represent the school and district at community functions and meetings as requested by the building principals.
5. Participate in curriculum development, school improvement planning, and district initiatives as assigned.

Building Operations and Safety

1. Assist with the daily operation of the school, including student supervision, arrival and dismissal procedures, emergency preparedness, and other administrative responsibilities.
2. Ensure Board policies, administrative procedures, and student and staff handbooks are consistently communicated and implemented.
3. Maintain a safe, welcoming, inclusive, and confidential learning environment.
4. Identify and report unsafe conditions and assist in implementing the District Safety and Risk Management Plan.
5. Follow all district safety procedures and support emergency response protocols.

Professional Responsibilities

1. Maintain confidentiality and adhere to all ethical and professional standards.
2. Remain current on educational research, school law, counseling practices, student services, and leadership through professional development, professional organizations, and continuing education.
3. Perform other duties as assigned by the building principals.

TERMS OF EMPLOYMENT: This is a 10-month position working 200 days. The salary and work year will be established by the Board of Education.

ANTICIPATED ALLOCATION OF DUTIES:

1. Collaboration with administration on school climate, student discipline, attendance, curriculum, intervention, data analysis, and restorative practices (40%)
2. Participate in MTSS, problem-solving, IEP, 504, and other multidisciplinary teams (20%)
3. Coordinate and oversee the Section 504 process in accordance with applicable laws and district procedures (15%)

4. Complete supervision and evaluation of staff in coordination with the building principals (15%)
5. Provide social-emotional support and resources to students and families (5%)
6. Other duties as assigned (5%)

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation of Professional Personnel.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time the employee is with the District.

Name: _____

Date: _____

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