



JOB DESCRIPTION / RESPONSIBILITIES

TITLE: Elementary Dean of Students

REPORTS TO: Building Principal

JOB GOAL:

- Under the direct supervision of the Principal, to assist administrators, teachers, parents, and students in resolving student attendance, behavioral, and disciplinary problems proactively and consistently.
- To provide leadership in program development and improvement, as well as in professional staff development.
- To serve as Principal in the absence of the Principal and Assistant Principal(s).

JOB QUALIFICATIONS:

- Professional Educator License with Administrative Endorsement
- Master's Degree in the field of education required
- Minimum of five years teaching experience required
- Thorough knowledge of teaching, supervision, communication, human relations, and guidance skills.
- Ability to establish and maintain effective working relationships
- Experience using formative assessment and other student data to improve social supports
- Excellent oral/written communication skills and strong interpersonal skills
- Valid Illinois Driver's License

SUPERVISES: In collaboration with the building principal, all school personnel assigned to the respective building

PHYSICAL ABILITY REQUIREMENTS:

- Regularly required to stand.
- Regularly required to sit, stoop, kneel, crouch, or crawl.
- Occasionally required to run.
- Ability to lift and carry at least twenty pounds.
- Ability to travel with children from place to place within a classroom, a building, and outside on school grounds, or at school activities/functions at various locations.
- Ability to move around the classroom or other locations.
- Ability to see, hear, and comprehend directions provided in the English language.
- Ability to speak and write in the English language, to communicate with children and others in the school community.

- Ability to sit with children on the floor, in small chairs, or next to tables and desks.
- Ability to travel on student transportation.

TERMS OF EMPLOYMENT: Basic Annual Level II Administrative 190-day Agreement

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

- Develops plans for emergencies, in cooperation with staff and public safety agencies.
- Maintains a commitment to ongoing growth in self and others.
- Supports and participates in district and site professional growth programs.
- Relates to students with mutual respect while carrying out a positive and effective discipline policy.
- Assists with the integration of social-emotional learning (SEL) into schoolwide teaching and learning practices.
- Counsels individual students as needed and makes appropriate referrals for testing, guidance or other services.
- Supervises the reporting and monitoring of student attendance, with follow-up student/parent contact where necessary.
- Responsible for assigning extra duty assignments such as before/after school monitoring.
- Confers with teachers, students and parents concerning educational and behavioral problems in school.
- Establishes effective communication and maintains positive relationships with district administrative offices, students, staff, parents and community.
- Responsible for ensuring the safe arrival and departure of students via bus transportation to and from school.
- Manages and updates student and parent handbooks.
- Instructs and advises students regarding their responsibility to adhere to school rules and policies, to foster a safe school environment and to respect other individuals and property.
- Assists in developing policies and practices to assure building security and safety.
- Assists in the recruiting, screening, interviewing, hiring, training, and evaluating of the building staff.
- Assists in the evaluation of certified and non-certified staff and makes recommendations regarding goals and corrective action.
- Other duties as outlined and assigned by the building principal.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and comprehend technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Knowledge-based competencies required to satisfactorily perform the functions of the job include the knowledge of appropriate Illinois School Codes, district policies, regulations and/or laws; age-appropriate activities; lesson plan requirements; stages of child development, behavioral management strategies; curriculum and instructional methods; English grammar/punctuation/spelling/vocabulary.

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent technological applications; preparing and maintaining accurate records; effective listening; guiding others; instructional techniques; interpersonal aptitude; leadership; monitoring activities; planning; and problem-solving.

ABILITY to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and utilize job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Required abilities also include the ability to work with diverse individuals and/or groups, and work with a variety of data. Problem-solving is required to analyze issues and create action plans. Ability to interpret data and use the data to independently solve problems. Ability to perform basic troubleshooting of job-related equipment. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; working flexible hours to complete job responsibilities; adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; dealing with frequent interruptions; decision making; attention to detail; innovation; leadership and direction; meeting schedules/deadlines; motivating others; multi-tasking; organizing; reliability; taking initiative and teamwork.

This job description is intended to describe the general nature and level of the work being performed by employees assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Fair Labor Standards Act STATUS: Exempt

APPROVED: April 15, 2025