

SERIES NUMBER: 302A DATE OF ADOPTION: December 17, 2001

TITLE: DEAN OF STUDENTS

RESPONSIBLE TO: Superintendent of Schools

QUALIFICATIONS: Teaching License

RESPONSIBILITIES:

1. Is responsible for the administration and supervision of the building of assignment including pupil discipline, attendance, standards of achievement, and general progress of the schools. Pupil suspensions are to be signed by the Superintendent of Schools.
2. Serve as the supervisor of the building of assignment staff.
3. Exercise authority as directed by the Superintendent over the building, equipment, and grounds to which he/she has been assigned.
4. Initial responsibility for recruitment of teachers and an in-service training program.
5. Exercise administrative responsibility for all co-curricular activities, unless otherwise directed.
6. Make recommendations to the Superintendent regarding the curriculum for the building of assignment.
7. Assist the faculty in the selection of textbooks and other instructional materials and make recommendations accordingly to the Superintendent by April 1 of each year.
8. Recommend an itemized budget of expenditures to the Superintendent by May 1 or earlier as directed.
9. Monitor school budget during the school year, notify appropriate personnel as warranted, and prepare budget revisions as directed by the Superintendent
10. Observe the work of teachers in the classroom.
11. Serve as a consultant for improving curriculum
12. Make timely reports to the Superintendent containing pertinent information

relative to school activities, school progress, school discipline, and personnel reports.

13. In cooperation with staff, prepare requisitions for supplies and equipment for all departments in accordance with approved time schedules.
14. Make recommendations to the Superintendent relative to building alterations, new equipment, improvement of grounds, bus service, etc.
15. Is responsible for pupil registration, scheduling class loads, and all phases of pupil accounting as are considered essential and develop an acceptable program of guidance, counseling, and testing.
16. Represent the Superintendent as directed, act in his/her stead when absent.
17. Assume responsibility for the overall administration of a specific district program as assigned by the Superintendent.
18. Perform such duties as may be assigned by the Superintendent.