

Rantoul City Schools District 137

Job Description

Position Title: Elementary Dean of Students (Interim 25-26 School Year Only)

Department: Instruction

Reports to: Building administration

FLSA: Exempt

SUMMARY

This position supports student behavior, discipline, and social-emotional development to create a positive and safe learning environment. They work closely with teachers, parents, and administrators to address behavioral issues and promote student success.

DUTIES

1. Manages student supervision issues and enforce school behavioral expectations.
2. Counsels students and parents about school and district policies.
3. Assists staff and parents in developing student behavioral expectations.
4. Assists in the planning, developing and implementing of individual student behavior plans.
5. Serves as a resource to staff in dealing with classroom management issues.
6. Assists in developing programs to promote positive student behavior as well as intervention strategies.
7. Confers appropriate consequences for behavior including detention, in school suspension and out of school suspension.
8. Develops clearly understood procedures and provides regular drills for emergencies and disasters.
9. Communicates with the Board of Education regularly about the needs, successes, and general operation of the school.
10. Establishes procedures for safe storing and integrity of all public and confidential school records.
11. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
12. Attends required committee meetings
13. Communicates regularly with parents, seeking their support and advice, to create a cooperative relationship to support the student in school.
14. Performs any other duties as assigned by Superintendent.

QUALIFICATIONS

1. Valid Professional Educator License (PEL).
2. Bilingual (Spanish) preferred
3. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents and staff).
4. Ability to understand and follow basic oral and written instructions.
5. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
6. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
7. Knowledge of Google programs including Gmail, Calendar, Drive, etc.
8. Ability to lift and carry up to 20 lbs.
9. Ability to push and pull up to 10 lbs.

SCHEDULING

Per terms of the Collective bargaining agreement with Rantoul City Schools Education Association (RCSEA)

MENTAL DEMANDS

1. Ability to effectively communicate (verbal and written) with parents, colleagues, administration and all other members of the educational community
2. Ability to instruct students effectively and capably.
3. Ability to maintain emotional control under stress.
4. Ability to use web-based programs, e-mail, and technology (laptop, Smartboard, etc.) effectively.

WORKING CONDITIONS

1. Indoor classrooms/School, exposure to: student noise, lawn mowing, music, odors of food, mowed grass and possible communicable diseases.
2. Outdoor schoolyard and grounds, field trips ; exposure to; temperatures (hot, warm, cool, cold), and exposure to mowed grass.
3. Regular work attendance.
4. This position does not qualify for remote work

OTHER IMPORTANT INFORMATION:

Terms of Employment: Member of the Rantoul City Schools Education Association

Anticipated Starting Salary: 59,500 - 78,386 (will be prorated to the number of days worked)

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk				X
Sit		X		
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl			X	
Talk or hear				X
Smell		X		
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds			X	
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

Adopted 9/18/2025