

Dean of Student Services Job Description

Purpose: The Dean of Student Services assists the Superintendent in providing professional leadership to organize, administer, supervise, and evaluate a safe and effective school program. In addition, the Dean of Student Services oversees programs assigned by the Assistant Superintendent of Student Services.

Responsible to: Assistant Superintendent of Student Services

Supervises: Personnel assigned by the Superintendent

Payment rate: Salary and benefits to be established by the Board of Education

Qualifications:

1. Current Kansas Professional Education License in Building Administration or District Administration.
2. Minimum of five years successful experience in teaching, and/or administrative, and/or supervisory field in education is desired.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

Essential Functions:

1. Assist in providing professional leadership to organize, administer, supervise, and evaluate a safe and effective school program.
2. Ensure all school programs and activities conform to District guidelines.
3. Assist in establishing a positive learning environment and respond to the individual needs of students.
4. Communicate and work effectively and constructively with members of the school district and community.
5. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
6. Work to implement the vision, mission, and Strategic Plan of the District.
7. Work with technology/computer systems.

8. Model commitment and dedication to work.
9. Work independently and without supervision, and complete work in an efficient manner.

Physical Requirements/Environmental Conditions:

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Requires some travel.

General Responsibilities:

1. Formulate proposals for additional funding, supervise the implementation of funded projects, and maintain effective public relations with funding agencies, KSDE, and other state and community agencies.
2. Orient newly assigned staff members and assist in their development.
3. Operate an ongoing program of professional learning designed to help teachers stay current on developments in their fields and in education.
4. Cooperate with college and university officials regarding teacher training and preparation.
5. Facilitate and track certified staff salary movement.
6. Coordinate the Professional Development Council, providing the leadership necessary to develop, create, implement, and monitor all aspects of a highly effective professional learning program.
7. Coordinate the district Instructional Coaching program.
8. Work with the Executive Director of Administrative Services and the Kansas Department of Education to facilitate teacher licensure, mentors, and buddy teachers.
9. Keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
10. Prepare and coordinate Professional Learning days.
11. Approve events and submissions in Frontline Professional Growth and Absence Management.
12. Perform other tasks and assume other responsibilities as assigned by the principal or Superintendent.

13. Oversee matters of student attendance and residency. Investigate residency at the direction of the Assistant Superintendent of Student Services.
14. Serve as the district's student due process hearing officer.
15. Serve as resource to staff regarding student management and behavior issues.
16. Serve as administrator in the absence of a current principal.
17. Coordinate alternative placement for students who are long-term suspended or expelled.
18. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

Term of Employment: Academic year as assigned.

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

Approved:
12/19/23