

Board Policy

Code No. 304.5E16

ADMINISTRATIVE DUTIES MIDDLE SCHOOL - DEAN OF STUDENTS

TITLE: MIDDLE SCHOOL DEAN OF STUDENTS

QUALIFICATIONS:

1. Master's degree from an accredited institution, with a major in educational administration.
2. Additional graduate work related to area of responsibility highly desirable.
3. Iowa Department of Education Evaluator Approval.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: BMS Principal and Associate Principal

SUPERVISES: Several classified staff, including para-professionals.

JOB GOAL: To maintain an orderly school environment by overseeing student behavior and student discipline.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates leadership that supports the mission, goals, and interests of the district and of students.
2. Establishes high standards of student conduct, enforcing discipline as necessary, according to due process rights of students.
3. Works cooperatively with the building police liaison officer and juvenile court liaison officer in criminal investigations and student discipline issues.
4. Supervises daily student attendance.
5. Assigns and facilitates staff supervision duties.
6. Oversees supervision of students during lunch periods.
7. Communicates with parents appropriate information related to student discipline and attendance.
8. Reports to the principal all matters of a critical nature.
9. Evaluates classified staff as assigned by the principal.
10. Attends special events such as school-sponsored activities and athletics. Assists with supervision of the school's extracurricular activities.
11. Serves on building or district level committees as assigned.
12. Attends board and administrative meetings, as requested, to serve as a resource person to the principal, superintendent or Board. Makes presentations to the Board as requested.
13. Maintains administrative certification through professional growth activities: graduate study, professional meetings/workshops, seminars, and professional literature.
14. Provides input into the overall positive educational atmosphere for Bettendorf Middle School. Contributes to the administrative team; addresses teacher/ parent/ student complaints in a constructive manner; and recommends necessary changes in operating procedures where appropriate.

15. Assumes all other duties as assigned by the principal, superintendent, or Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of District policy.

*Revised and approved: June 19, 2006
February 1, 2010*