



# FREMONT UNION HIGH SCHOOL DISTRICT

## Job Description: Dean of Students

### 1. QUALIFICATIONS

- A. California Credential:** Required – Valid Administrative Credential or enrolled in a program leading to an Administrative Credential
- B. Education:** Required – B.A. or B.S.  
Desirable – M.A. or M.S.
- C. Experience:** Required – Five successful years as a teacher at the Secondary level.
- D. Personal Qualification:** Character, personality, appearance, and ability to relate effectively with staff, students, and community; demonstrated ability to work with a wide variety of community groups and organizations. Understand and work effectively with people from different cultures.

### 2. GENERAL RESPONSIBILITIES

To assist the principal and assistant principals in organizing and administering a program which will provide an atmosphere conducive to the total development of the student; to participate in maintaining a positive public image for the school.

### 3. DUTIES AND RESPONSIBILITIES

- A. Assist in administering student discipline and student control procedures.
- B. Resolve problems and conflicts involving students, parents and staff.
- C. Assist in the coordination of routine activities, including assignment of substitutes, campus/co-curricular supervision and conduct of the school safety program.
- D. Assist in the coordination of school facility use.
- E. Assist in providing timely and effective communication of incidents/situations to appropriate district personnel.
- F. Assist in the supervision and evaluation of classified employees.
- G. Assist in the registration and scheduling of students.
- H. Assist in the administration of the student services program.
- I. Assist in the administration of the co-curricular program.
- J. Assist in the management of publications/communications between the school and the community.
- K. Assist in the administration of student testing program.
- L. Assist in the administration of custodial functions and the general operation of the school.
- M. Assist in communication with feeder schools, high schools, junior colleges and youth serving agencies.
- N. Perform other duties as assigned.