



Gull Lake Community Schools
Richland, Michigan

JOB POSTING
Dean of Gull Lake Virtual Partnership

May 14, 2019

Job Summary:

Under the direction of the Principal of Early College and Innovative Programs, the dean is responsible for the coordination of student services within Gull Lake Virtual and Gull Lake Partnership.

Qualifications:

Required:

- A. Minimum of BS/BA degree in education, special education, counseling or related field
- B. Ability to respond to common inquiries or complaints from community, regulatory agencies, or members of staff
- C. Ability to support student academic progress
- D. Ability to define problems, collect data, establish facts, and draw valid conclusions
- E. Ability to apply knowledge of current research and theory in specific field
- F. Ability to establish and maintain effective working relationships with students, staff and the community
- G. Ability to communicate clearly and concisely both in oral and written form
- H. Professional in personal conduct and actions

Desired Characteristics:

- A. Experience in working with at-risk students/special populations and social/emotional implications
- B. Certified/licensed teacher with experience in grades K-12
- C. Experience in the appropriate selection, development and implementation of student interventions and accommodations
- D. Experience in working within a Professional Learning Community
- E. Experience in coordinating student support plans, 504, and IEP plans
- F. Knowledge and application of Personal Curriculums and Michigan Merit Curriculum graduation requirements
- G. Knowledge of personalized learning and alternative learning options
- H. Demonstrates growth mindset and ability to coordinate people, systems, and programs
- I. Ability to plan and organize; excellent work habits

Duties:

- A. Effectively work with students, their families and school staff
- B. Oversee student schedules and educational plans
- C. Work closely with teachers and mentors
- D. Coordinate 504 and Personal Curriculum services; liaison for IEP services
- E. Facilitate co-enrollments and communications between district buildings
- F. Coordinate state testing for students
- G. Schedule students and monitor progress towards graduation
- H. Coordinate the collaborative action team for student interventions
- I. Maintain accurate pupil accounting records and compliance with education guidelines
- J. Process college applications and assist with postsecondary planning
- K. Coordinate teacher and mentor meetings to increase academic outcomes for students
- L. Attend relevant conferences and participate in professional development
- M. Assist with the enrollment and outreach to new students
- N. Be an expert and advocate for best practices in innovative learning options
- O. Perform other duties as assigned by administration

STATEMENT OF NONDISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Until filled

Start Date: August 26, 2019

Apply To: Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Tonya Kammeraad, Human Resources, tkammeraad@gulllakecs.org