

BRIEF DESCRIPTION OF POSITION:

Under the general direction of the school principal, the Dean shall assist the Principal with school-wide efforts to improve student achievement and maintain an orderly campus. He/she maintains necessary data and makes reports as assigned, arranges for conferences with students and parents and works in conjunction with the counselors with the identification, diagnosis and referral of students in need of intervention and supplementary support. All responsibilities shall be exercised under the immediate supervision of the principal.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Participates in the development of the site instructional program goals and objectives. *E*
- b. Assists the principal in the development and administration of practices designed to increase students' connectivity to the school. *E*
- c. Provides support in the school's efforts to meet state and federal targets relating to student achievement, especially for students in the school's significant sub-groups. Interprets such laws, policies and rules to staff, students and parents. *E*
- d. Collects, organizes, and analyzes student information through the use of educational historical data, test results, and through the use of interview and other techniques. *E*
- e. Makes recommendations regarding counseling and guidance, and instructional effectiveness. *E*
- f. Assists in the development and monitoring of individual education plans for students with exceptional needs and supports the mastery of academic content area standards for these students. *E*
- g. Evaluation of teachers as assigned. *E*
- h. Recommends practices and supports safe, healthful school conditions. *E*
- i. Assists with the English Language Response Team (ELRT) as appropriate. *E*
- j. Works with the attendance advisor and SART process. *E*
- k. Assists Response to Intervention Team in meeting student needs. *E*
- l. Assures compliance with Board Policies, administrative procedures and legal requirements. *E*
- m. Makes recommendations concerning the revision and updating of student rules, regulations and handbooks. *E*
- n. Plans, organizes, coordinates and participates in the development of intervention programs before, during, and after school. *E*
- o. Monitors implementation of programs to assist students' academic achievement. *E*
- p. Works with staff to promote a high level of customer services as part of the school's culture and strives for positive public relations with parents and the community at large. *E*
- q. Attends all IEP assigned and ensures staff implements and follows through on the IEP Team's goals and objectives. *E*
- r. Attends, prepares and actively participates in all District Level meetings as set by District Staff. *E*

OTHER DUTIES AND RESPONSIBILITIES:

- a. Monitors/supervises student participation in, and attends school activities and athletic events to build connectivity to the school.
- b. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift, sit and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

REQUIREMENTS:

CREDENTIAL: Current valid Administrative Services Credential and current valid Teaching Credential or current valid Pupil Personnel Services Credential

EDUCATION: Master's Degree or equivalent from an accredited college or university

EXPERIENCE: Five years successful experience as a certificated teacher or pupil personnel support (required)

OTHER: Bilingual in Spanish (strongly preferred)
Knowledge of Mixteco, Tagalog, and other world languages (preferred)

WORK YEAR: Certificated Manager's Work Year as assigned by the Principal

SALARY: Certificated Management Salary Schedule

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance + Car Allowance
+ Doctoral Stipend (for a verified earned doctorate)