

# BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL

## Job Description: Dean

REPORTS TO: Site Administrator/Principal

### PRINCIPLE RESPONSIBILITIES:

- Assist the High School Principal in the resolution of discipline problems and maintain records of any action taken to ensure that the discipline policy is administered in a fair and just manner and that an optimum learning environment is maintained
- Collaborate with the faculty in the enforcement and implementation of the rules and other regulations of the student code of conduct to effect positive student behavior in the school
- Supervise the development, implementation, distribution and orientation of the student handbooks to ensure that the students are aware of the policies and procedures of the high school and district
- Provide documentation and suggestions to the High School Principal regarding the discipline of any student that guides the Principal in determining the disciplinary action to be administered to the student
- Offer testimony with regard to any discipline problem presented at Disciplinary Review Board and other Hearings, including legal proceedings
- Conduct research on discipline and welfare with parents, faculty, counselors, support service personnel, students and discussion with other school districts in order to make recommendations to the High School Principal for revising discipline policy and procedures
- Oversee all matters of student attendance, make recommendations to the Principal for resolution of chronic attendance problems
- Help supervise and coordinate with truancy officials, and provide necessary testimony in relevant judicial proceedings
- Develop and maintain a liaison with community and governmental agencies in regard to problems relating to drug and alcohol abuse, truancy, homelessness, mental health initiatives and other social and disciplinary issues
- Assist with the dissemination of information regarding school programs, policies and procedures in order to keep the various publics served by the school aware of the school's activities
- Participate in the coordination, implementation and supervision of the extracurricular programs and student activities of the school
- Help to supervise the arrival and departure of students in order to minimize confusion and to ensure student safety
- Serve on committees and other groups charged to enhance safety and emergency preparedness
- Assist in securing, administering, supervising and preparing reports for various state, federal and foundation grants
- Help supervise all extended day academic activities
- Be a member of an administrative task force organized to improve student attendance at school and participation in student activities
- Provide thirty (30) minutes of additional coverage before or after school
- Provide security and supervision for ten (10) extracurricular school activities per school year and Graduation
- Perform other tasks as directed by the High School Principal and by the CEO/Principal

### QUALIFICATIONS:

- Management and supervisory skill and/or training and experience
- Knowledge of adolescent behavior issues and psychology
- Knowledge of community agencies/programs that provide services for adolescents
- Deep concern for fostering constructive adolescent behavior, especially in support of academic achievement