



VOLUSIA COUNTY SCHOOLS Position Description

ADMINISTRATIVE DEAN (VOLUSIA COUNTY SCHOOLS)

REQUIRED QUALIFICATIONS

- Bachelor's degree in Education, Master's Degree in Educational Leadership
- Florida Professional Educators Certificate showing Educational Leadership and subject area for teaching
- Three (3) full years successful teaching experience
- Three (3) most recent summative evaluations showing proficient or distinguished ratings overall

REQUIRED SKILLS

- Strong planning, organization, motivational, and management skills
- Possess an understanding of curriculum, instruction, and assessment
- Ability to perform administrative tasks efficiently and within the scope of regulation
- Expertise in written and oral communication skills to effectively communicate with all stakeholders and to enhance collaborative decision-making
- Utilize strong technology skills and willingness to continue education to keep up to date on technology
- Utilize effective teaching practices, use of adaptive technology, and behavior/classroom management
- Ability to work harmoniously and cooperatively with professional staff, school community, school advisory council, parent organizations, governmental agencies, community businesses, parents and service agencies
- Ability to provide leadership as a member of the instructional team
- Ability to manage program budgets
- Ability to read, analyze, synthesize and apply policies, rules, laws and regulations to existing conditions
- Strong skills in record keeping (state and local compliance and instructional documents)
- Ability to provide instructional coaching
- Ability to manage multiple priorities successfully

REPORTS TO Principal

SUPERVISES Support Personnel as assigned

POSITION GOAL

***To provide professional support for improvement in the delivery and effectiveness of instruction in the designated curriculum specialty at assigned levels and student populations
To help students meet or exceed learning goals and to master skills for continued schooling or work (from Florida Statutes 1002.38)***

PERFORMANCE RESPONSIBILITIES

The principal duties and responsibilities of the position of Administrative Dean include an assigned combination of the following, depending on the specialty, administrative organization and district curriculum improvement plan.

1. Demonstrate a professional code of ethics to include upholding integrity, respecting diversity, taking responsibility for actions, ensuring fairness, safeguarding confidentiality, prioritizing continuous learning, fostering teamwork, being accountable, contributing to the community, and adhering to professional standards.
2. Support school-based staff in the implementation of program best practices and Department of Education (DoE) programs and requirements.
3. Use appropriate means to provide a school environment which is safe, secure, orderly, and conducive to learning for the students.
4. Assist in the development and implementation of positive behavioral support strategies.
5. Work in collaboration with teachers to facilitate the development of support networks for students.

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6. Communicate effectively, both orally and in writing, with parents, staff, students, and the community.
7. Attend eligibility and placement staffing's, suspension reviews, staff meetings, and in-service activities.
8. Assist in the revision, implementation, and monitoring of the school improvement plan as it relates to the instructional program.
9. Investigate all reported violations of the Student Conduct & Discipline Code, document information and report findings and decisions to appropriate individuals including state-required processes related to bullying and harassment investigations and School Environmental Safety Incident Reporting (SESIR) incidents.
10. Work closely with the school resource officers, security and safety officers and local law enforcement agencies and make referrals and complete Threat Assessments as appropriate.
11. Make periodic tours of campus to ensure that school board policies and school procedures are being enforced.
12. Participate, as needed, in individualized education plan (IEP), Problem Solving Team (PST), Section 504, truancy, and Multi-Tiered System of Supports (MTSS) meetings.
13. Ensure that, for each discipline incident involving a student with disabilities, IEP and PST meeting are called proactively to discuss student behavior and discipline concerns, as well as attending manifestation determination meetings as needed.
14. Initiate MTSS meetings for individual students as soon as a pattern of student behavior and discipline concerns is identified.
15. Facilitate student re-entry meetings as needed.
16. Serve as a member of the school-based Threat Assessment Team and/or Positive Behavior Support Team as determined by the principal.
17. Serve as a member of the school-based Restorative Practices Leadership team and Task Force team.
18. Implement appropriate restorative practices on a proactive basis for identified school needs and on a reactive basis for specific incidents.
19. Coordinate and assist with the supervision of students as assigned and needed.
20. Serve as a leader of the school learning community to educate others about student behavior expectations and reduction of disciplinary disparities.
21. Assist with the enforcement of state/school board attendance policies.
22. Assist in the development and implementation of intervention programs that address the needs of at-risk students.
23. Demonstrate knowledge of campus facilities and operations.
24. Assist in the preparation of and implementing the school safety/security plans for disaster preparation; fire drills; student, staff, and public safety; and student health.
25. Manage and maintain school/district procedures related to equipment, textbook and supply inventories.
26. Maintain records and prepare reports, as assigned.
27. Assure confidentiality of any personally identifiable data.
28. Supervise and evaluate assigned support personnel.
29. Perform other duties as assigned by the principal.

**Denotes essential job function/ADA*

POSITION DATA

BOARD APPROVAL	TERMS OF EMPLOYMENT	SALARY	POSITION CODES	ADA CODES	FLSA STATUS	DOC
4/9/2024	Months: 10 Days: 196 Hours: 8 Tenure: No	District Schedule: Administrative Dean	Bargaining Unit: 1 Title: 14505 DOE: 73011 EEO Line: 17	2-Light to Medium Work 3-A, T-V 4-Indoors & Outdoors	Exempt	School Non-Bargaining

INCUMBENT:

Signature: _____
Date: _____