

DEAN OF STUDENTS EMPLOYMENT AGREEMENT

AGREEMENT made between the **BOARD OF EDUCATION OF KENILWORTH SCHOOL DISTRICT NO. 38**, COOK COUNTY, ILLINOIS, hereinafter referred to as the "Board," and **SOPHIE WOLFSON**, hereinafter referred to as the "Dean of Students."

WITNESSETH:

A. EMPLOYMENT AND COMPENSATION

1. The Board hereby employs the Dean of Students for one (1) year commencing July 1, 2024, and terminating on June 30, 2025, with such responsibilities and duties in connection with and as may be fixed by the Board in this Agreement and in its policies, rules and regulations. The Dean of Students position is a 12-month position.
2. The Board shall pay to the Dean of Students a salary of ONE HUNDRED TWENTY-NINE THOUSAND NINE HUNDRED AND EIGHTY-FIVE DOLLARS AND NO CENTS (\$129,985.00) for their work during the contract year in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. The Dean of Students hereby accepts employment upon the terms and conditions hereinafter set forth.
3. In addition to the annual salary stated in paragraph A.2 of this Agreement, the Board shall make a contribution on behalf of the Dean of Students to the State of Illinois Teachers' Retirement System ("TRS"), in satisfaction of the Dean of Students' entire required (9.0%) retirement contribution to TRS. It is the intention of the parties to qualify all such payments paid by the Board on the Dean of Students' behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The Dean of Students does not have any right or claim to these amounts except as they may become available at the time of retirement or resignation from TRS. Both parties acknowledge that the Dean of Students did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to TRS, and that such contributions are made as a condition of employment to secure the Dean of Students' future services, knowledge, and experience.
4. Any salary or other modification made during the term of this Agreement shall be in the form of a written amendment and shall become a part of this Agreement, but such modification shall not be construed as a new Agreement with the Dean of Students, or as an extension of the termination date of this Agreement.
5. During the term of this Agreement, the Dean of Students shall hold a valid Professional Educator License and Endorsement issued by the State of Illinois Teachers' Certification Board qualifying them to act as the Dean of Students for the District. The Dean of Students shall also be a qualified evaluator for teachers.

B. DUTIES

1. The Dean of Students shall be responsible for the performance of those essential

duties set forth in the District's job description for this position attached as Appendix A. The Dean of Students shall also perform those duties and obligations imposed by the laws and regulations of the State of Illinois, by the policies, rules, and regulations of the Board, and all such other duties as may be assigned by the Superintendent and/or the Board.

C. BENEFITS

1. The Board will provide the Dean of Students with the following benefits:
 - a. Full-family health, dental and long-term disability insurance coverage, as provided under the programs effective in the District;
 - b. Term life insurance in the amount of \$100,000, as provided under the program effective in the District; and
 - c. Liability insurance, as provided to other District administrators, and in accordance with Section 10-20.20 of *The School Code*.
2. The Dean of Students shall be entitled to paid vacation of twenty (20) working days during the contract year, to be used as mutually agreed upon by the Superintendent and the Dean of Students. Vacation days must be taken within the contract year. Payment for any unused vacation days upon separation of employment will occur thirty (30) days after the Dean of Students' final workday and final paycheck.

The Dean of Students shall also be entitled to all legal school holidays observed by the District. Winter, Spring, and Summer recess periods shall constitute working days unless specifically scheduled and credited toward the vacation days listed above.
3. The Dean of Students shall be granted sick leave, as defined in Section 24-6 of *The School Code*, of thirteen (13) working days during the contract year. Unused sick days may be accumulated to a maximum of three hundred sixty (360) days. The Dean of Students shall not be entitled to payment for any accrued but unused sick leave upon separation of employment from the District for any reason.
4. The Dean of Students shall be granted personal leave of five (5) working days during the contract year which may also be used as sick leave. Earned, unused personal days shall be added to the Dean of Students' balance of sick leave. The Dean of Students shall not be entitled to payment for any accrued but unused personal leave upon separation of employment from the District for any reason.
5. The Dean of Students shall be reimbursed for District business travel in their personal vehicle at the IRS approved mileage reimbursement rate.
6. The Dean of Students shall be reimbursed for participation in professional development courses and activities and up to one thousand dollars (\$1,000.00) during the term of this agreement for dues and membership fees to professional

organizations. All professional development courses or activities and/or memberships in professional organizations must be approved, in advance, by the Superintendent to qualify for reimbursement.

D. TERMINATION

1. This Agreement may be terminated by:
 - a. Mutual agreement of the parties;
 - b. Permanent disability (as defined below) of the Dean of Students;
 - c. Discharge of the Dean of Students for cause (as defined below);
 - d. Resignation, provided, however, the Dean of Students shall provide the Board at least one hundred and twenty days (120) days advance written notice of the resignation; or
 - e. Death of the Dean of Students.

2. Permanent Disability

The Board may terminate this Agreement for reasons of permanent disability or incapacity at any time after the Dean of Students has exhausted their accumulated sick leave and personal leave benefits, has been absent from their employment for a continuous period of three (3) months, or presents to the Board upon request a physician's statement certifying that they are permanently disabled or incapacitated. All contractual obligations of the Board shall cease upon written notice of termination for permanent disability or incapacity, provided that the Dean of Students shall be entitled to a meeting before the Board if they so request. The Board reserves the right to require the Dean of Students to submit to a medical examination, either physical or mental, whenever the Board deems the Dean of Students disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is mutually selected and paid for by the Board. The Dean of Students expressly agrees that the physician shall prepare a detailed report of the state of their physical and/or mental health and submit it to the Board.

3. Discharge for Cause

Discharge for cause shall be for any conduct, act, or failure to act by the Dean of Students which is detrimental to the best interests of the District, or for violation of this Agreement. Reasons for discharge for cause shall be given in writing to the Dean of Students, who shall be entitled to notice and an opportunity to request a hearing before the Board to discuss such causes. If the Dean of Students chooses to be accompanied by legal counsel, they shall bear any costs therein involved. The Board hearing shall be conducted in closed session.

4. Early Termination

If the Dean of Students' employment is terminated by the Board or the Dean of Students pursuant to Paragraph D(1) prior to the expiration date of this Agreement or any contract extension, no further salary, payments, compensation or benefits shall be payable to the Dean of Students under this Agreement after the date of such termination.

E. EVALUATION

The Superintendent will review and assess the Dean of Students' performance by March 1, 2025. The Superintendent will prepare a written summative evaluation based upon a review and assessment of the Dean of Students' performance in their administrative position.

F. NOTICE

All notices under this Agreement shall be deemed sufficient if given in writing and served upon the Dean of Students and the President of the Board personally or by certified mail, return receipt requested, addressed as follows:

- (1) ***If to the Board:*** Board of Education
Kenilworth School District No. 38
542 Abbotsford Road
Kenilworth, IL 60043
- (2) ***If to the Dean of Students:*** last known address on record with the District.

G. MISCELLANEOUS

1. This Agreement is subject to *The School Code*, the regulations of the State Board of Education and the Superintendent of the Educational Service Region of Cook County, and the policies of the Board.
2. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written, concerning such subject matter. Except as may otherwise be provided herein, no subsequent alteration, amendments, change or addition to this Agreement shall be binding upon the parties unless reduced in writing and duly authorized and signed by each of the parties.
3. This Agreement has been executed in the State of Illinois and shall be governed in accordance with the laws of Illinois. If any provision of this Agreement is deemed illegal or unenforceable for any reason, the remainder of the Agreement shall remain in full force and effect.
4. Section headings and paragraph numbers have been inserted for convenience of reference only. In the event of any conflict between any such headings or numbers and the text of this Agreement, the text shall control.
5. This Agreement may be executed in one or more counterparts each of which

shall be considered an original, and all of which taken together shall be considered one and the same instrument.

- 6. This Agreement shall be binding upon and inure to the benefit of the Dean of Students, their successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the Board, its successors, and assigns.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and, in the case of the Board, by its President and Secretary on the dates set forth below.

DEAN OF STUDENTS

**BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NO.
38, COOK COUNTY, ILLINOIS**

Sophie Wolfson

By: _____
President

Date: _____

Date: _____

ATTEST:

By: _____
Secretary

Date: _____

APPENDIX A

Dean of Students Job Description

Job Title: *Dean of Students*

Type of Employment: *Full-time Permanent*

Job Category: *Administration*

Salary/Benefits: *12 - Month Contract*

Supervisor: *Superintendent (with Principal's input & support)*

Summary

The Dean of Students supports the District in building a culture of care by establishing a safe, healthy, and inclusive community and learning environment that empowers all students to develop the skills to achieve the *Portrait of a Sears Graduate*.

The Dean of Students is a highly visible role that interacts with students, parents, staff, and the community. The role requires excellent problem solving skills, verbal and written communication. The Dean of Students must be student-centered and aligned with our restorative practices philosophy. This role oversees the maintenance and implementation of schoolwide response, documentation, and data systems as it relates to behavior. The Dean of Students is dedicated and focused on proactive implementation of systems and structures to support student reflection and positive decision-making. The role requires an ability to deliver strong professional development and training for all staff to ensure a unified response.

Essential Duties

1. **Living a Mission and Vision Focused on Results.** The Dean of Students assists the administrative team, staff, and community to build a shared mission and vision of high expectations that ensure all students are on the path to college and career readiness and holds staff accountable for results.
 - a. Supports the coordination efforts to create and implement a vision for the school and defines desired results and goals that align with the overall school vision and lead to student improvement for all learners
 - b. Ensures that the school's identity, vision, and mission drive school decisions
 - c. Conducts difficult but crucial conversations with individuals, teams, and staff based on student performance data in a timely manner for the purpose of enhancing student learning and results.
 - d. **Specific Responsibilities:**
 - i. Supports the implementation of the Portrait of a Sears Graduate in collaboration with the Principal
 - ii. Co-Leads data collection and analysis with the Principal, including the annual School Report Card

iii. Lead Threat Assessment/Crisis planning and efforts

2. **Leading and Managing Systems Change.** The Dean of Students supports creating and implementing systems to ensure a safe, orderly, and productive environment for student and adult learning toward achieving school and district improvement priorities.

- a. Supports the development, implementation, and monitoring of school-wide student behavior and discipline data results to improve student outcomes
- b. Supports the creation of a safe, clean and orderly learning environment
- c. Collaborates with staff to appropriately allocate personnel, time, material, and adult learning resources to achieve the school improvement plan targets
- d. **Specific Responsibilities:**
 - i. Collaborate with the Principal and Assistant Principal on District Policy and Procedures
 - ii. Lead Behavior/Discipline practices and procedures, including the development and monitoring of incident reports and referrals
 - iii. Co-Lead the social-emotional systems in the building, including the implementation of Caring Schools Community programming
 - iv. Lead Attendance Review Board in order to assess student mental health and relationship to attendance and oversee Attendance/Tardy practices and procedures
 - v. Support the Building Budget

3. **Improving Teaching and Learning.** The Dean of Students works with the school staff and community to develop a research-based framework for effective social emotional teaching and learning that is refined continuously to improve outcomes for all students.

- a. Works with staff to develop and evaluate a consistent framework for effective social-emotional teaching and learning that includes a rigorous and relevant standards-based curriculum, research-based practices, and high expectations for student performance
- b. Collaborate with staff to develop, implement, and monitor Tier 2 and 3 student behavior plans and intervention in alignment with Caring School Community and MTSS-problem solving process
- c. **Specific Responsibilities:**
 - i. Lead Whole Child District Committee
 - ii. Lead District Assessment Implementation
 - iii. Lead Team Problem Solving Meetings to support an Integrated System of Teaching and Learning/MTSS
 - iv. Lead 504 Coordination
 - v. Co-Lead Summer School Program
 - vi. Support student social-emotional learning and well-being
 - vii. Oversee implementation of schoolwide SEL programming
 - viii. Support Professional Development

1. Tuesday In-Service & staff meetings
2. Institute Days

4. **Building and Maintaining Collaborative Relationships.** The Dean of Students creates a collaborative school community where the school staff, families, and community interact regularly and share ownership for the success of the school.
 - a. Creates, develops and sustains relationships that result in active student engagement in a reflective and restorative process
 - b. Utilizes meaningful feedback of students, staff, families, and community in the evaluation of social-emotional programs and policies
 - c. Proactively engages families and community in supporting social-emotional well-being and the school's learning goals
 - d. Demonstrates an understanding of the change process and uses leadership and facilitation skills to manage it effectively
 - e. **Specific Responsibilities:**
 - i. Facilitate restorative processes and procedures
 - ii. Lead Student Voice, Climate and Culture Committee
 1. Student DEB Committee
5. **Leading with Integrity and Professionalism.** The Dean of Students works with the school staff and community to create a positive context for learning by ensuring equity, fulfilling professional responsibilities with honesty and integrity, and serving as a model for the professional behavior of others
 - a. Treat all people fairly, equitably, and with dignity and respect
 - b. Demonstrate personal and professional standards and conduct that enhance the image of the school and the educational profession. Protects the rights and confidentiality of students and staff
 - c. Create and support a climate that values, accepts and understands diversity in culture and point of view
6. **Creating and Sustaining a Culture of High Expectations.** The Dean of Students works with staff and community to build a culture of high expectations and aspirations for every student by setting clear staff and student expectations for positive behavior and by focusing on students' social-emotional learning.
 - a. Supports a culture of high aspirations and achievement for every student
 - b. Requires staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission
 - c. Co-leads a school culture and environment that successfully develops the full range of students' learning capacities—academic, creative, social-emotional, behavioral and physical
 - d. **Specific Responsibilities:**
 - i. Lead implementation and teaching of school-wide expectations

Requirements

1. Illinois Administrative Principal's Endorsement
2. Minimum five years of teaching experience
3. PERA Certified
4. All other requirements required by law

Physical Requirements

Ability to actively perform work in classroom, office and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

Kenilworth School District No. 38 is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, military or veteran status, gender identity or expression, or any other basis protected by local, state, or federal law.