

**JOB TITLE:** Dean of Students – West Plains High School

**QUALIFICATIONS:**

1. Must hold a valid Missouri Administrator and/or Counseling Certificate.
2. Minimum of five years teaching experience on the high school level.
3. Administrative and/or Counseling experience preferred
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal/Assistant Superintendent for Student Services

**SUPERVISES:** Supports the principal through supervision of student services personnel, to include counseling and the A+ Program.

**JOB GOAL:** Assist the principal in supervising the operations directly related to students services

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the principal in the overall administration of the school.
2. Assist the building principal in monitoring student graduation and drop-out rates
3. Oversees, implements, and directs the scheduling process for the high school
4. Ensures guidance processes are in place that prepare students for opportunities beyond high school
5. Oversees, implements, and directs the implementation of the advisory/RTI programs at the high school
6. Ensures all district/state policies are implemented as they relate to student services
7. Oversees the enrollment/orientation process for new students
8. Uses professional communication and interaction with the school community.
9. Demonstrates positive interpersonal relations with students.
10. Demonstrates positive interpersonal relations with faculty and staff.
11. Demonstrates positive interpersonal relations with parents/patrons.

12. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives as requested by the building principal.
13. Performs such record-keeping functions as the principal may direct.
14. Maintains confidential nature of all school-related matters.
15. Performs such other tasks and assumes such other responsibilities as the principal may assign from time to time.

TERMS OF EMPLOYMENT: Teacher Contract with 4 extended weeks

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Dean of Students)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)