

Inter-Lakes School District

Job Description



Title: Dean of Students and Operations (7 – 12)	Date: November 17, 2025
Classification: Administrator	Terms of Employment: Full-time, 220 days, Exempt
Reports To: Building Principal	Supervises: Staff as assigned

QUALIFICATIONS:

1. A Master's degree in Education Leadership or related program.
2. Appropriate certification as required by the State of New Hampshire Department of Education or enrolled in a Program to obtain certification.
3. A minimum of three years of experience in the field of education, including experience as a classroom teacher.
4. Such alternatives to the education and experience as specified by the Superintendent.

JOB OBJECTIVE:

The Dean of Students and Operations provides administrative leadership and assists the Principal in planning, organizing, directing, staffing and coordinating the activities of the school. In the absence of the Principal, the Dean of Students and Operations assumes the responsibility for the operation of the school. The Dean of Students and Operations may have delegated responsibility for certain portions of the school program including supervision, student services, instruction, and other responsibilities as assigned.

ESSENTIAL JOB FUNCTIONS*:

1. Assists the Principal in managing day-to-day operation of the school.
2. Monitors and organizes attendance functions; prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts.
3. Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students.
4. Monitors students during lunch, before and after school, in the halls between classes, and other activities as necessary.
5. Assigns duties to faculty and staff.
6. Participates in the recruiting, screening, recommending, training, assigning, supervising, and evaluating of school building staff.
7. Provides leadership in student behavior management. Provides and assists with classroom intervention strategies and consultation regarding behavioral issues; maintains contact to assess the effectiveness of these classroom management strategies.
8. Assists in establishing positive guides for proper student conduct and maintaining fair, consistent disciplinary procedures in accordance with district policies and state laws.
9. Responds to and resolves student, parent, staff concerns and complaints related to discipline.
10. Acts as a liaison with the school bus transportation company.
11. Assists the Principal in the opening and closing of school.
12. Coordinates and participates in special events and programs to recognize student achievement, as well as in typical school-sponsored activities, functions and extra-curricular events.
13. Assists in developing and administering practices dealing with the management of emergency situations and building safety.
14. Works cooperatively with the school resource officer around matters of student/staff safety and building security.
15. Manages and oversees transition (6 to 7; 8 to 9) in collaboration with appropriate administration.
16. Assists with the development and implementation of school-wide initiatives.
17. Coordinates and leads the Collaborative Support Team designed to support student success.
18. Serves on school and/or district committees as needed.
19. Attends School Board meetings at the request of the Superintendent.
20. Complete the Crowd Manager Course and maintain active certification.
21. Performs other duties as assigned.

SKILLS

1. Requires strong leadership and management skills.
2. Ability to communicate effectively with students, staff and parents.
3. Ability to think critically and analyze data.
4. Ability to work with a variety of stakeholders and maintain positive working relationships.
5. Ability to analyze problems and find the best solution.

WORKING CONDITIONS:

Primary setting within a school building environment, but may include a variety of settings in and out of doors. Daily walking, sitting, standing, bending and lifting may be necessary. Travel to school district buildings and professional meetings as required.

OTHER:

1. Through this job description, the Superintendent designates this position with the authority to suspend students out of school for up to 10 days.

The above statements are intended to describe the general nature and level of work assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

*** External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**