

ONTARIO-MONTCLAIR SCHOOL DISTRICT

DEAN ADMINISTRATOR

DEFINITION

Under supervision of the school principal, coordinates school safety, student discipline and general site operations programs.

EXAMPLE OF DUTIES

- Implements the philosophy, goals, and policies of the district as adopted by the Board of Trustees;
- Complies with federal and state regulations;
- Ensures that students have access to a safe school climate necessary for academic and social/emotional growth;
- Assists with the development of the master schedule in coordination and under the direction of the principal;
- Implements and enforces the student discipline program;
- Develops and coordinates campus supervision and campus supervision schedules ensuring adequate staffing (daily as well as emergency provisions);
- Assists students, staff and parents regarding student's academic achievement
- Coordinates parent education programs;
- Provides information and assistance to students and families to ensure success in student attendance, behavior, graduation and prevention of drug use and violence;
- Investigates incidents involving district or school violations;
- Collaborates with Student Services Counselor and/or Outreach Consultant on student attendance issues to ensure effective SART/SARB and crisis intervention processes;
- Serves as site liaison to Crisis Intervention Team when needed;
- Serves as Liaison to local law enforcement;
- Assists with student and parent handbooks;
- Coordinates detention and other related disciplinary actions;
- Serves as a resource to and provides staff with support in behavior management;
- Maintains case records and provides summaries or written referrals to appropriate agencies;
- Performs other related duties as assigned.

ABILITY TO

- Provide consultation to staff concerning assigned areas of responsibility;
- Design, develop, implement and conduct site training and staff development activities;
- Prepare and deliver oral presentations;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer utilizing district identified software;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Prepare and maintain various records, reports and files.

EDUCATION

Equivalent to the completion of a Master of Arts or higher degree from an accredited college or university in educational administration, instructional technology or a closely related field;

EXPERIENCE

Four (4) years of successful teaching experience.

CERTIFICATION REQUIREMENTS

Possession of a valid California credential authorizing service as a school administrator which may include a certificate of eligibility for administrative services credential.

LICENSE REQUIREMENT

Possession of a valid California driver's license

CONDITION OF EMPLOYMENT

Insurability by the Districts liability insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and use hands and fingers, to handle or feel objects, tools or controls. The employee is occasionally required to sit and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: May 1, 2014