

## DEAN OF STUDENTS

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<b>TITLE:</b>	Dean of Students
<b>REPORTS TO:</b>	Principal
<b>SUPERVISES:</b>	N/A
<b>JOB FUNCTION:</b>	Assumes responsibility for helping students resolve such non-academic problems as may interfere with their getting the greatest benefit from the school's opportunities and to help them achieve the fullest benefits from programs, services, and offerings.

### PERFORMANCE RESPONSIBILITIES:

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1. Shares the responsibility for protecting the education, health, and welfare of students assigned.
2. Participates in the development, maintenance, and distribution of student calendars, handbooks, bulletins, and the like; works with the attendance personnel in all matters of student attendance.
3. Counsels individual students and when necessary, makes appropriate referrals for testing, guidance, or psychologists, social workers, and other personnel.
4. Makes recommendations for appropriate revisions of policies and rules affecting the student's life in the school.
5. Serves as an active member of the school's discipline committee.
6. Resolves all discipline problems in a fair and just manner, and maintains records of any disciplinary action taken; confers with parents, teachers, counselors, support service personnel, and students on matters of discipline and welfare.
7. Counsels with students, parents, and teachers regarding student progress, special needs, and preventative and positive approaches to discipline.
8. Assists in the interpretation of school and district programs, policies, and procedures to students.
9. Communicates with parents, staff, community, and governmental agencies on problems/solutions relating to individual and student group issues.

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- 10. Assists in developing and administering practices dealing with campus control and security; assists with supervision.
- 11. During extended employment, will analyze data.
- 12. Maintains regular attendance.
- 13. Performs other duties as assigned.

**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

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- Master’s Degree
- Three (3) years of successful teaching experience
- Certification in administration, supervision, and/or guidance/counseling by the Kentucky Department of Education

Date: \_\_\_\_\_

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Employee Signature

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Supervisor Signature

Original Date:	<u>January 1995</u>
Revision Date:	<u>June 2011</u>
Revision Date:	<u>July 2012</u>
Revision Date:	_____