

## **JOB DESCRIPTION**

### **DEAN OF STUDENTS – HIGH SCHOOL**

#### **QUALIFICATIONS:**

1. Master's degree desired
2. Minimum of five years of successful teaching experience required. High school teaching experience preferred.
3. Massachusetts teacher certification valid for the high school level.
4. Understanding and knowledge of the Quincy Public Schools High School Mission Statement.
5. Demonstrated leadership ability.
6. Demonstrated ability to work closely with staff, administration, parents, and students in various types of situations.
7. Competency in interpersonal relations.
8. Ability to work with and coordinate the work of others.
9. Understanding of needs of high school students.
10. Understanding of the role of Dean in the context of secondary school organization.
11. Understanding of a diagnostic-prescriptive approach to dealing with student discipline problems.
12. Knowledge of Massachusetts General Laws pertaining to education and the Students Rights and Responsibilities Document, and the High School Handbook.

13. Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate.

**RESPONSIBILITIES:**

1. Assists the Principal and Assistant Principal in supervising and maintaining the daily operation of the building.
2. Serves as a member of a coordinated team comprised of building administrators, guidance staff, health services personnel, juvenile officers and attendance officers.
3. Serves as member of the In-Building Review Board.
4. Assists in therapeutic work with troubled students.
5. Assists in the coordination and supervision of extra-curricular activities.
6. Works with various social agencies to assist students and parents.
7. Shares responsibility for security personnel.
8. Works cooperatively with administration and guidance in dealing with students.
9. Works on special assignments as required by principal or assistant principal.
10. Maintains student attendance procedures in conjunction with administration and attendance officers and works toward improvement of attendance in school and in classes.
11. Works with parents and staff in dealing with student concerns.
12. Acts as a liaison between home and school and develops a rapport with parents that will assist in solving student problems.
13. Assists in implementation of procedures for maintaining building discipline and control.

14. Assists in implementation of all aspects of the High School Mission.
15. Any other duties as assigned by the Superintendent, Assistant Superintendent, or the Principal.

**TERMS OF EMPLOYMENT:** The salary, benefits, and work-year for this position are according to the Collective Bargaining Agreement for Unit A of the Quincy Education Association.

