

EAST PROVIDENCE SCHOOL DEPARTMENT
East Providence, RI 02915

Job Description – Dean

Reports to: Assistant Principal of Student Services

QUALIFICATIONS:

1. Current Secondary teaching certificate
2. A minimum of five years of successful experience as a secondary teacher
3. Proficient in utilizing technology in the teaching and learning process
4. Ability to use data to support the School Improvement Plan
5. Ability to work with colleagues, parents, students and administrators
6. Support the implementation of the educational reform initiatives at the high school level
7. Excellent oral and written communication skills
8. Strong interpersonal skills and problem solving skills

RESPONSIBILITIES:

1. Assist the Principal and the Assistant Principals with the overall management of student behavior, discipline and activities (proms, dances, detention, etc.) in all grades
2. Implement the school discipline code and act as a resource person for teachers on student management issues
3. Advise and administer discipline to all students who are referred
4. Consistently enforce school rules and regulations with respect to the Student Handbook, Federal and State laws, regulations and student rights
5. Monitor daily attendance and dismissal of students, make necessary telephone calls, meet with parents, and take necessary steps to reduce the absenteeism rate
6. Serve as liaison to Truancy Court
7. Keep accurate documentation regarding all students referred to the Dean
8. Document in writing and refer all services, disciplinary and attendance, to the Assistant Principals
9. Assign students to and supervise detention
10. Coordinates behavior management efforts with Guidance Counselors, Conflict Referral (Resolution) Counselors, Special Education and where appropriate, identifies available resources and makes appropriate referrals
12. Establishes and maintains positive relationships with colleagues, students, parents and the community
13. Works with administration, guidance, teachers and others to improve discipline and student management
14. Maintain student log book for detention and maintain accurate discipline logs in Powerschool Student Information System
15. Revise Student Handbook
16. Communicate and collaborate with teachers, counselors, administration, parents, and students
17. Additional responsibilities as deemed necessary and appropriate by administrative personnel

Work Year

Teachers Work Year + additional days (to be negotiated)

Salary

Teachers contract agreement + stipend (to be negotiated)

6/3/11