

**Dean of Students**  
**Abingdon-Avon CUSD #276**

**JOB SUMMARY:**

Under the direction of the Principal, the Dean of Students serves as a leader in the planning, coordination, and administration of school activities and programs, including curriculum, instruction, assessment, student conduct and attendance, athletics and extracurricular programs, and the supervision and evaluation of assigned personnel.

This is an excellent position for those looking to gain valuable administrative experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students.
- Performs a variety of administrative duties to assist the Principal in managing the school; assumes the duties of the Principal in the absence of the Principal and as assigned.
- Assists the Principal in providing instructional leadership to the school.
- Develops and administers disciplinary procedures in accordance with district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints.
- Supervises students on campus before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines.
- Prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts.
- Provides direction to a variety of faculty, staff, and student programs and services; participates in formal and informal classroom visitations and observations; provides recommendations and suggestions for improvement as appropriate.
- Participates as needed in Individual Educational Plan meetings.
- Supervises activities, including evening activities, as assigned.
- Works with the Principal to establish a safe and secure learning environment for students. Develops plans for emergency situations in collaboration with other administrators, staff, and public safety agencies.
- Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

- Establishes and maintains productive, collaborative relationships with others.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Models district standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.
- Plans and organizes work.
- Follows through with directives.
- Applies knowledge of school law and district policy.
- Reads, interprets, applies, and explains rules, regulations, policies, and procedures.

**EDUCATION AND EXPERIENCE:\**

- 5 or more years of teaching experience
- Preference will be given to candidates holding a General Administrative endorsement or currently pursuing administrative endorsement.
- Salary will be based on AATA Contract and agreed upon stipend.
- This position will be primarily at HGS
- 190 day position
- Position Start Date: TBD.

Application materials will be accepted until 4 p.m, January 3, 2024.

Send letter of interest, resume and letters of reference to:

Mr William Walters, Superintendent  
wwalters@atown276.net

or by mail / personal delivery to:

Mr. William Walters, Superintendent  
Abingdon-Avon CUSD #276  
507 N. Monroe St. Suite #3  
Abingdon, IL 61410