

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in developing, implementing, and evaluating intervention programs that address the needs of at-risk students.
- Performs various 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 with recruiting, interviewing, and selecting new faculty and staff.
- Develops and administers disciplinary procedures following district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves minor parent, student, and staff concerns and complaints.
- Supervises students on campus before and after school; monitors students during lunch, passing periods, and other activities; instructs students on appropriate behavior; disciplines students per established guidelines.
- Prepares letters, calls parents, and attends meetings, as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts.
- Works with the counselor to plan and organize snack packs and food delivery/pick-up
- Participates as needed in Individual Educational Plan meetings.
- Supervises activities, including evening activities, in cases the principal or Athletic Director cannot attend.
- Works with the Principal to establish a safe and secure student learning environment. Develops plans for emergencies 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:

- Special consideration given for PEL with endorsement in Principal Administration
- Regionally competitive with benefits. 10-month contract

Interviews will be as applications are received.

Send letter of interest, resume, transcripts, PEL information, and three (3) letters of reference to:

Mrs. Jessica Craver, Principal
jcraver@atown276.net

or by mail / personal delivery to:
Mrs. Jessica Craver, Superintendent
Abingdon-Avon CUSD #276
320 E. Woods
Avon, IL 61415