

CHARTER SCHOOL DEAN

JOB SUMMARY:

The Dean is the chief administrative officer of that school and is responsible directly to the Superintendent for all activities, programs, and events which occur in that school.

REQUIRED QUALIFICATIONS:

Ability to:

1. Demonstrate personal qualifications generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, work cooperatively, and provide leadership at the school.

Knowledge of:

1. County and State educational programs.
2. Business practices, procedures and terminology.
3. Current laws, policies, and regulations affecting public agencies.
4. Computer skills.

Education:

1. California Administrative Services Credential
2. California Elementary Teaching Credential
3. Five years of successful teaching experience.
4. Site level administrative experience of two years at an entry level position.

ESSENTIAL FUNCTIONS:

Duties include, but are not limited to, the following:

1. The Dean shall keep the Superintendent informed of the needs of the school, and recommend purchases of items within the resources of the charter.
2. The Dean's primary function is to help his/her teachers meet the goals of the charter. He/she shall feel free to experiment. He/she shall keep the Superintendent informed of successes and failures in the school program and must have his/her approval of any significant changes contemplated.
3. The Dean's secondary function is to coordinate the integration of the charter program with college administration, faculty and support staff. The Dean shall act as the liaison between the charter and the college.
4. The Dean has complete supervision of students during the time that the school is responsible for them. He/she shall delegate to teachers their responsibilities in the custody of the students.
5. The Dean should make an effort to attend Board meetings and be prepared from time to time to report on activities that are being carried out within his school.

6. The Dean shall recommend to the Superintendent the hiring/dismissal of all certificated and classified personnel.
7. The Dean shall maintain direct supervision over all certificated and classified personnel.
8. The performance evaluations of all personnel assigned to a site shall be the responsibility of the Dean.
9. To coordinate efforts with the transportation supervisor for the efficient and safe operation of the transportation program, when required.
10. To provide and facilitate appropriate staff development activities.
11. To promote harmonious school and community relationships.
12. To be responsible for all school funds under his/her jurisdiction.
13. To manage registration and scheduling of students in college appropriate courses.
14. To perform other duties as assigned by the District Superintendent.

PHYSICAL REQUIREMENTS:

1. The physical requirements of the position include, but are not limited to, the following:
2. Mental acuity to manage and direct business administration programs, including interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks.
3. Facility to see and read, with or without vision aides, laws and codes, rules and policies and other printed material.
4. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings.
7. Physical agility to lift, bend, climb, stoop, and to reach overhead.
8. Facility to drive a car.

Days of Employment: 205

Approved: August 9, 2005