

Dean of Students

Job Description

Qualifications:

1. Holds West Virginia teaching certificate for the appropriate programmatic level.
2. Has a minimum of three years successful teaching experience.
3. Has good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
4. Exhibits knowledge of rules, regulations, and procedures of the school.
5. Exhibits ability to communicate effectively with students, school personnel, and parents.
6. Exhibits ability to work cooperatively with others.

Immediate Supervisor: Principal

Duties and Responsibilities:

1. Advise and guide students in the improvement of their attendance, behavior, and academic performance.
2. Provide program of discipline to students in accordance with school and county policies, and state laws and regulations.
3. Check eligibility of students for participation in extracurricular activities.
4. Supervise students at school-sponsored extracurricular activities.
5. Assist in the orientation of new students.
6. Keep accurate records of each student's attendance and work with the county attendance director concerning student attendance.
7. Assist with the State Testing Program and/or other tests or assessments as required.
8. Assist in providing a system of monitoring and documenting student progress and other statistics, i.e., attendance, drop-out information, etc.
9. Each grading period, identify and work with students in academic difficulty as identified through WVEIS Grade Reports.
10. Be an active participant in school sponsored activities/programs.
11. Work with guidance counselors, student services, and other community agencies.
12. Maintain professional work habits.
13. Maintains and improves professional skills.
14. Performs other job-related duties as assigned by the principal.