Assistant Dean of Students: Job Description

Primary Functions:
Under the direction of the Principal and the Dean of Students, serves as a leader in the planning, coordination, and administration of school activities and programs, including student conduct and extracurricular programs. The Assistant Dean of Students will not teach a full load of classes in order to accommodate the duties and responsibilities below.

Duties and Responsibilities:

- Assists Dean in scheduling students and creating school schedule
- 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 and Dean in managing the school
- Receives referrals and confers with students, parents, teachers to help meet the needs of struggling students
- Supervises students on campus before and after school; monitors students during lunch
- Instructs students in appropriate behavior
- Prepares letters, calls parents, and attends meetings as needed, regarding struggling students
- Provides leadership for attendance improvement efforts.
- Participates as needed in college planning meetings for students
- Liaison to the after school program in collaboration with school staff and/or personnel from outside agencies.
- Liaison to extracurricular activities, the student athletics program, and other programs and events.
- Helps plan and carry out the school’s student activities including events like Carmen Day

School Wide Leadership

- Supports the mission, vision and values of Carmen High School of Science and Technology.
- Fosters an environment and culture which promotes respect, responsibility and trust.
• Adheres to the policies and procedures of Carmen High School of Science and Technology.
• Takes on other duties and responsibilities as assigned.
• Participates in and contributes to the Leadership Team and School Improvement Committee.
• Assists in interviewing teachers during the hiring process.

General Qualifications, Skills, Knowledge and Abilities

• Ability to communicate effectively to achieve assigned duties
• Proven leadership skills and experience
• Passion for quality education and high expectations for all students
• 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.

The Hiring Process
If you are interested in this position, please e-mail the principal with:
  • A brief letter of interest
  • A resume
  • Time availability for a 20 minute interview with the leadership team