

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

DEAN OF STUDENTS – SECONDARY SCHOOL

Reference Code: A070

Division: Instruction Unit

Classification: Licensed Administrator

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 10 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to provide assistance to the principal in all assigned activities at the school site with primary responsibility in the areas of discipline and attendance. This position is directly responsible to the school principal and/or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Monitor student behavior in compliance with Clark County School District policies and regulations, Pupil Personnel Services student regulations, appropriate student activities procedures, Nevada School Law, and the individual school policy.
2. Fulfill attendance responsibilities by enforcing compulsory attendance laws and regulations, respond to teacher concerns/referrals concerning tardies/attendance problems, initiate referrals to the Clark County School District Attendance Enforcement, and serve as liaison between the school and the Attendance Enforcement Department.
3. Maintain discipline by dealing consistently, fairly, and effectively with teacher generated classroom referrals by communicating effectively with teachers, and by dealing effectively with inappropriate behavior outside the classroom.
4. Maintain accurate and complete records of disciplinary matters and prepare all appropriate paperwork for student referrals to the Department of Pupil Personnel Services.
5. Identify students for and make referrals to the Clark County School District drug abuse program or appropriate community agencies.
6. Serve as a liaison and work effectively with the Transportation Department.
7. Work effectively with students, parents, and other school personnel to resolve problems regarding academic and behavioral issues.
8. Maintain effective relationships with representatives of law enforcement and social welfare agencies.
9. Supervise assigned aspects of the curricular/extracurricular programs, including athletic and social activities, student government, assemblies, contests, etc.
10. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to direct the management activities associated with the position of dean.
2. Ability to communicate clearly both orally and in writing.
3. Ability to assist with the administration of a secondary school in conformity with Board of School Trustees policies and administrative regulations.
4. Ability to utilize and promote participatory management techniques.
5. Ability to work cooperatively with students, parents, school and administrative personnel, and representatives of community organizations or agencies.
6. Evidence of educational leadership at the secondary level, including ability to promote and provide opportunities for recognition, development, and leadership among students, staff, and colleagues.
7. Capacity to lead, direct, and supervise assigned staff on a democratic basis, including sensitivity to what is appropriate in dealing with students, teachers, administrators, and the public.
8. Understanding and sensitivity to the needs of the various cultural and ethnic groups in the school community and to the needs of students and staff with handicapping conditions.
9. Awareness of community needs and problems, personalities, and organizations and the relationship of these to the educational program.

POSITION REQUIREMENTS:

Education and Training:

An earned master's degree from an accredited college or university.

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

Have previously demonstrated at least three (3) years of successful licensed teaching experience and at least one (1) year as a contracted school-site administrator in an accredited K-12 public or private school.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.