

SPEED JOB DESCRIPTION

Job Title

Dean of Students

Supervisor

Principal/Program Administrator

Position Guide

Certified

Salary Range

Commensurate with experience

Qualifications

- Hold an Illinois Professional Educator License with LBS1 certification and Master's Degree.
- Demonstrate excellence in verbal and written communications.
- Experience with collaborative groups and processes in a student-centered environment.
- Demonstrates leadership in working with students, staff, parents and public.
- Experience working with Special Education students.
- Other qualifications of professional, and personal excellence as the Governing Board may specify.

Essential Duties

1. Assumes responsibility for maintaining school discipline and enforcing attendance policies.
2. Works in close relationship with the program administrators to promote a safe learning environment.
3. Participate in the development and implementation of strategies to effect positive student behavior in the schools.
4. Work closely with the administrators and parents with student attendance.
5. Provide guidance and counseling to students, parents and teachers on problem solving relating to student behavior and attendance.
6. Assists in the supervision of students throughout the school day.
7. Recommend proven and reliable practices designed to maintain safe school facilities.
8. Works with the related services team in supporting students.
9. Maintain accurate records of disciplinary actions, files and follow up reports in a timely manner.
10. Understands, demonstrates and utilizes appropriate channels of communication. Is supportive, but professional with parents and students.
11. Effectively counsels students and parents with respect to their concerns about specific disabilities. Makes provision for being available to students and parents for behavioral skills purposes when required or requested to do so under reasonable terms.
12. Seeks appropriate in-service and professional development.
13. Works within the policies and regulations of the SPEED Governing Board and member school districts.

Job Responsibilities

1. Makes professional decisions that demonstrate support of the mission, goals and best interest of SPEED.
2. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
3. Responsible for all assigned students in the school for the welfare and safety of all students while in the classroom, on school grounds and after school activities.
4. Other duties may be assigned.

Skills/Competencies

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff is expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- 180 Days
- Collective Bargaining Position

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board and the SPEED Collective Bargaining Agreement.

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature
Revised 8-7-15-SC

Date