

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE JOB DESCRIPTION  
HIGH SCHOOL/ELEMENTARY  
DEAN OF STUDENTS

ADOPTED:

REVISED:

## 303.5 JOB DESCRIPTION HIGH SCHOOL/ELEMENTARY DEAN OF STUDENTS

### **DUTIES – SUPERVISION OF TEACHERS**

1. Schedule classes, rooms and extra-duty assignments.
2. Conferences with teachers as needed.
3. Conduct regular and in-service meetings.
4. Responsible for bringing in substitutes (secretary makes the calls) and having classes covered when teachers must leave early or be taken out of class.
5. Approving field trips, fund-raisers, and teacher conferences, in conjunction with the School Board.
6. Approving teachers' book and equipment orders, in conjunction with the Superintendent and School Board.
7. Approving leave days as per contract.

### **DUTIES – SUPERVISION OF STUDENTS**

1. Scheduling classes.
2. Approving athletes for interscholastic competition.
3. Writing the student handbook, getting Board approval for the policies contained therein and enforcing the policies.
4. Establishing (along with the School Board) discipline policies and enforcing them.
5. Conferences with students when appropriate.
6. Attendance – checking, recording and enforcement.
7. Conducting fire drills and bus evacuations.
8. Making public address announcements to keep students informed.
9. Attendance at court and magistrates' hearings when required.
10. Calling parents of sick students when the nurse is not available.

### **DUTIES – EXTRA-CURRICULAR ACTIVITIES**

1. Attending home interscholastic athletic contests or designating a stand-in.
2. Attendance at other events, i.e. Homecoming, Prom, Concerts, School Play, Graduation.
3. Providing for security when it is available.
4. Approving and scheduling events.
5. Graduation Exercises: Write program and conduct practice.

### **DUTIES – SUPERVISION OF SECONDARY SCHOOL SECRETARY**

1. Assignments of items to be completed.
2. In-service in areas where needed.

**DUTIES – SUPERVISION OF SECONDARY SCHOOL CUSTODIANS**

1. Repairs
2. Cleaning
3. Special arrangements – i.e., setting up chairs in auditorium. (In areas not conflicting with the Superintendent’s prerogatives.

**DUTIES – COMPLETION OF STATE AND FEDERAL REPORTS**

1. Secondary School Report
2. Title IX statement
3. Vemis Report
4. Long-range plan – Co-chairman

**DUTIES – FOR COMPLIANCE WITH FEDERAL LAND STATE MANDATES**

1. Required number of hours of instruction.
2. Providing the required curriculum
3. Non-discrimination involving students and teachers.
4. Building safety.

**DUTIES – CONFERENCES**

1. Parents
2. Probation officials
3. Children’s’ Services
4. Salespersons
5. Community organizations: i.e., Boy Scouts, Women’s Club and VFW
6. Intermediate Unit curriculum conferences

**DUTIES – PUBLIC RELATIONS**

1. Sending news items to newspapers when appropriate.
2. Sending regular reports to parents concerning students’ academic progress.
3. Sending notices to parents about other items: i.e., early dismissals and open house.
4. Speaking at various school-community functions: i.e. Easter Breakfast and Athletic Banquet.

**DUTIES – SELECTION OF SECONDARY PROFESSIONAL PERSONNEL IN CONJUNCTION WITH THE PERSONNEL COMMITTEE OF THE BOARD.**

1. Advertising (informing the Board of Education)
2. Screening applicants.
3. Interviewing.
4. Making recommendations to the School Board.

**DUTIES – BOARD OF EDUCATION**

1. Attend Monthly Board Meeting.
2. Attend Committee Meeting.
3. Attending Monthly Somerset County Principal Association Meeting.
4. Review Home School Portfolios and make recommendation to the Superintendent.
5. Oversee the Special Education Program.
6. Prepare and make reports for School Board Meeting.
7. Duties – Preparing and making reports for School Board Meeting.