



The School District of Osceola County, Florida

POSITION DESCRIPTION

TITLE: Dean of Students

QUALIFICATIONS:

1. A Bachelor's Degree with graduate credits in education and leadership. A Master's Degree is desirable.
2. A minimum of three years of successful teaching.
3. A demonstrated proficiency for effective student behavior modification.
4. A minimum of one year experience supervising school related activities.

REPORTS TO: Principal

POSITION GOAL: The Dean of Student is directly responsible to the principal, with broad responsibilities to supervise school activities and coordinate the attendance policies. This instructional unit serves as a liaison between and amount the principal, teachers, student body, and members of the community.

PERFORMANCE RESPONSIBILITIES:

1. To assist the principal in administering school board rules.
2. To assist the principal in developing and administering extra-curricular programs.
3. To assist the principal in developing a public relations program for school.
4. To assist the principal in administering the attendance policies of the school.
5. To supervise after school activities as assigned by the principal.
6. To assist the principal in providing necessary services which will give the optimal education for students.
7. To perform other duties as assigned by the principal.

TERM OF EMPLOYMENT: Ten (10) months – Teacher Salary Schedule

EVALUATION: Performance in this position will be evaluated semi-annually by the Principal.