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# Example of Dean Of Students Job Description

Our growing company is searching for experienced candidates for the position of dean of students. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for dean of students

* Supervise teacher instruction
* Supervise general administrative tasks
* Schedule students into classes
* Prepare four-year graduation plans
* Monitor students’ attendance
* Work closely with respective high school principals, the Safety and Security team, Performance Management staff, and Area Office to oversee and assess programs dedicated to creating a calm school environment
* Develop strong relationships with administration, teachers, staff and community to generate a collective and comprehensive commitment to the Culture of Calm initiative
* Assistance with law school housing (in collaboration with the Admissions Office)
* Supervise, coordinate, and administer all aspects of programming and activities associated with the Workroom
* Manage and approve reservations and activities for the Workshop space

## Qualifications for dean of students

* Master’s degree from accredited college or university required
* Mid-Management Certification
* At least three years of classroom teaching and/or school administrative experience required
* Ability to use district administrative software
* Proficiency in the state teacher appraisal system (PDAS)
* Ability to travel throughout the district and city