

EDUCATIONAL INTERNSHIP POSTING

The following position is available with the Hartland Consolidated Schools. Qualified HEA members may bid on this position. Outlined below is basic information regarding the position.

POSITION: **DEAN OF STUDENTS AT HARTLAND HIGH SCHOOL**

QUALIFICATIONS:

1. VALID MICHIGAN TEACHING CERTIFICATION
2. MASTERS DEGREE IN ADMINISTRATION AND SUPERVISION
 PREFERRED
3. ANY ALTERNATIVES IN QUALIFICATIONS AS DEEMED
 APPROPRIATE BY THE BOARD OF EDUCATION AND
 SUPERINTENDENT

RESPONSIBILITIES: See attached job description

WORK YEAR: Administrative Calendar – August 5th through June 19th

SALARY: Your salary on the Teacher Salary Schedule

APPLY BY: June 14, 2019

Interested HEA members who are qualified, please send letter of application and credentials to:

Ms. Kate Gregory
Hartland High School

ENVELOPE MUST BE CLEARLY MARKED AS FOLLOWS: -

“APPLICATION FOR HARTLAND HIGH SCHOOL DEAN OF STUDENTS”

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

JOB DESCRIPTION

TITLE: High School Dean of Students

QUALIFICATIONS:

1. Valid Michigan Teaching Certification
2. A Master's Degree with a major in Administration and Supervision preferred
3. Any alternatives in qualifications as deemed appropriate by the Board of Education and Superintendent

REPORTS TO: Principal

SUPERVISES: Student attendance and discipline, Student activities, and Student testing

PERFORMANCE OBJECTIVES: Assist the principal and assistant principals in the total operation of program and facility.

PERFORMANCE RESPONSIBILITIES:

1. Implement policies of the Board of Education and administrative policies of the school district as assigned by the building principal
 - a. Active member of the district management team
 - b. Fully supports and implements the directives and decisions of the principal, central administration, and the Board of Education
2. Day to day attendance issues. This includes truancy, contacting parents on attendance overage patterns, and enforcing the Hartland Consolidated Schools attendance policy.
3. Responsible for:
 - a. Assessment Coordinator for PSAT, SAT/WorkKeys/M-STEP and re-takes. This includes collecting and reporting all results.
 - b. Evening activity supervisor
 - c. Lunchroom and passing time supervision
 - d. Creating a safe and orderly environment
 - e. Coordinator for Parent/Teacher Conferences and Back to School Night
 - f. Coordinator of all student survey exercises
 - g. End of year Attendance Summary Reports and make-up time coordinator.
 - h. Work with discipline of students
 - i. Testing-out Coordinator
4. Performs such other administrative duties and responsibilities as directed by the principal

TERMS OF EMPLOYMENT: Per Article XVII of the HEA Master Agreement

EVALUATION: Performance of this job will be evaluated in accordance with Board policy on evaluation of administrative personnel