

GREENWOOD SCHOOL
9920 Regency Square Boulevard
Jacksonville, Florida

POSITION DESCRIPTION

JOB TITLE: Dean of Students

DEPARTMENT: Administration

DEPT. OF LABOR STATUS: Full Time, with Benefits (12 month); Exempt

Requirements:

Master's Degree in Education: Leadership, or Teaching

Five (5) years recommended teaching experience (public or private)

Experience in curriculum development and evaluation:

Experience in student academic and conduct counseling / guidance

Evidence of effective communication skills, leadership potential, organizational skills, relationship building.

Duties and Responsibilities (Direct and Supervisory):

I. Supervise and direct management of student academic data.

- A. Compile holistic student data profiles to facilitate synthesis and analysis
 - a. Student course grades / grade point averages
 - b. Student standardized testing scores
 - c. Student Personal Educational Plan
- B. Coordinate with Department Head(s) to track performance/progress of student coursework,

- C. Assist Principal with directing, organizing, facilitating and/or attend faculty conferences with parents/guardians to address concerns, as needed
- D. Assist Principal with distribution of students' final grades/report cards/transcripts
- E. Keep Principal and Head of School of student academic status that may cause disenrollment or denial of re-enrollment
- F. Coordinate with Guidance Counselor to track graduating student(s) fulfillment of Florida Bright Futures requirements

II. Administer Greenwood School code of student conduct.

- a. Be responsible for overall development, guidance, training, administration, and enforcement of student conduct policies, in alignment with the Greenwood School Family Handbook.
- b. Track and analyze student discipline data and report trends regularly to the Principal and Head of School
- c. Advise Principal and Head of School concerning reporting requirements (e.g. law enforcement, Department of Children and Families, etc) that may be inherent in a student action that has occurred or in being investigated.
- d. Work closely with the School Counselor on student conduct issues that may require social-emotional learning support

III. Supervise academic guidance and planning for students

- a. Coordinate with Principal to generate master course schedule in the student management system, to present to the Head of School for approval
- b. Coordinate with Guidance Counselor to ensure 1:1 academic guidance sessions occur for grades 9-12 students each semester and annually for grades 6-8
- c. Track student volunteer hours' requirement for graduation

IV. Coordinate extra-curricular activities and programs with Principal

- a. Coordinate with faculty sponsors, coaches, and outside providers of extra-curricular clubs and sports to generate an activity schedule for the year.
 - b. Approve activity permission form generated by sponsors, coaches, and providers of extra-curricular clubs and sports
 - c. Set game schedules for volleyball, and basketball with visiting schools
 - d. Coordinate needed referees for extra-curricular activities
 - e. Verify student academic and/or behavioral eligibility to participate in extra-curricular activities
 - f. Act as approval authority for School field trip/event requests submitted by faculty members and Student Council
- v. Provide support to Principal and Head of School for instructional coaching and evaluation of faculty**
- a. Support Curriculum Committee guidance of course mapping by faculty
 - b. Conduct classroom observations of each faculty member
 - c. Provide feedback and support to faculty members to improve their classroom management skills, instructional techniques, assessment, methodology, etc.
- vi. Teach a guidance based class, as needed per master schedule.**

Revised 1/18/2022