

DEAN of STUDENTS (Grades 7-12)

QUALIFICATIONS:

Special Knowledge/Skills:

- Maine Certification: (045) assistant building administrator
- Must hold an approved Maine Criminal History Record Check (CHRC)
- Successful experience working in a leadership role in education
- Demonstrated ability in working with students
- Knowledge of the philosophy and programming of high school and middle school level education
- Knowledge of/experience in team problem-solving processes

REPORTS TO: Principal of CEHS

Performance Responsibilities:

- Expand 9th Grade Academy model
- Expand Leadership Academy model
- Provide formal & informal opportunities for student personal & leadership growth
- Extend student growth opportunities to 7th & 8th grade students
- Lead & support various district committees and roles
- Chair the District Dropout Prevention Committee
 - Learn about McKinney-Vento requirements & processes
- Co-Chair the District Safety Team Meetings
- Serve as a member of the District Wellness Committee
- Teach and/or co-teach sections of high school academy classes
- Teach and/or co-teach sections of leadership academy classes
- Create opportunities and develop programming (or program plans) for students (7-12) to foster and enhance skills in these areas:
 - Leadership growth
 - Executive functioning
 - Personal Agency
 - Social-emotional development

- Offer opportunities for students to foster connections with other leaders
- Collaborate with the athletic director, coaches, and advisors to advance leadership of student participants in extracurricular activities
- Engage in other school and district initiatives that align with common objectives
- Be responsible for any other tasks that may be assigned
- **TERMS OF EMPLOYMENT:**

Follows the school calendar (183 working days). Other terms applicable to the Cape Elizabeth Educational Administrators Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The High School Principal, with input from the Middle School Principal, will perform the evaluation. The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 14, 2024 *[This is a pilot position for the 2024-2025 school year.]*

Revision #3

Created 7 June 2024 10:48:57 by Andrea Fuller

Updated 7 May 2025 19:38:25 by Andrea Fuller