DEAN of STUDENTS (Grades 7-12)

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

Title: 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:

CEHS Principal

Performance Responsibilities:

- 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
- Support the successful transition of CEMS students to CEHS
- 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
- Foster community involvement and connections with students and staff
- Lead & support various district committees and roles

    - Chair the District Dropout Prevention Committee
    - Serve as the District McKinney-Vento Liaison
    - Co-Chair the District and the District/Town Safety Team Meetings
    - Serve as a member of the District Wellness Committee

- 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. The position may be part-time based upon district needs as determined by the Superintendent.

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 *[Originally a pilot position for the 2024-2025 school year.]*
- April 14, 2026

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