

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** Dean of Students (Assistant Principal)

**REPORTS TO:** School Principal

**BASIC FUNCTION:** Assumes responsibility for helping students resolve such non-academic problems as may interfere with their getting the greatest benefit from the school's opportunities and to help them achieve the fullest benefits from programs, services and offerings.

**REPRESENTATIVE DUTIES:**

**The terms of employment are designated by the contract.**

- Shares the responsibility for protecting the education, health, and welfare of students.
- Participates in the development, maintenance, and distribution of student calendars, handbooks, and etc.
- Works with the attendance personnel in matters of student attendance.
- Counsels individual students and when necessary, makes appropriate referrals for testing, guidance, or psychologists, social workers, and other personnel.
- Makes recommendations for appropriate revisions of policies and rules affecting the student's life in the school.
- Serves as chair/active member of the school's PBIS committee.
- Resolves discipline problems in a fair and just manner, and maintains records of any disciplinary action taken; confers with parents, teachers, counselors, support service personnel, and students on matters of discipline and welfare.
- Counsels with students, parents, and teachers regarding student progress, special needs, and preventative and positive approaches to discipline.
- Assists in the interpretation of school and district programs, policies, and procedures to students.
- Communicates with parents, staff, community, and governmental agencies on problems/solutions relating to individual and student group issues.
- Assists in developing and administering practices dealing with campus control and security; assists with supervision.
- During extended employment, will analyze data and other student information
- Maintains regular attendance

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles and procedures associated with specific program
- Developing and maintaining a strong knowledge base in areas related to all student support programs in the district, including changes in legislation and regulations relevant to these programs.
- Maintaining a current knowledge base in several areas: curriculum and instruction, SB1, best practices in education, special education, strategies for school improvement, strategies for closing achievement gaps, effective management and communication strategies, all applicable Federal and State regulations, and all local Board policies and procedures.
- Current teacher evaluation system
- Current student information system
- Knowledgeable or able to locate information from local, state and federal departments

**ABILITY TO:**

- Communicate directly and frequently with teachers, students, principals, district staff, and others as needed on issues related to the school and the district.
- Collaborate with teachers, school administrators, and others as needed to provide effective support, focused on student achievement for all students for each school.
- Collaborate with teachers and school administration to develop, implement, and/or obtain and provide needed resources, services, and materials for the students.

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light to heavy weights

**EVALUATION:**

Annual development of Professional Growth Plan. Evaluation of job performance by supervisor according to Certified Evaluation Plan.

**EDUCATION AND EXPERIENCE:**

- Five (5) years of successful teaching experience

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Kentucky Teacher Certification
- Valid Kentucky School Principal Certification

Most recent approval by the Powell County Board of Education	Date: 11/15/22
Printed name of employee receiving job description.	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
Employee Signature:	Date: