

# Proposal for the Creation of a Half-Time Student Services Coordinator and Half-Time Dean of Students

**To:** Allen County Board of Education

**From:** District Administration

**Date:** May 1, 2026

**Subject:** Proposal for Strategic Support Positions: Student Services Coordinator and Dean of Students

## Executive Summary

Following the district's commitment to strategic leadership and improved student outcomes—as demonstrated by the transition of the District Assessment Coordinator to a full-time role—the administration recommends the creation of two targeted half-time positions: a **Student Services Coordinator** and a **Dean of Students**. These roles are designed to address critical gaps in student support services and school culture management.

### 1. 0.5 Student Services Coordinator

The district identifies a significant need to bolster our guidance and support infrastructure. This position was successfully supported and funded for the current school year to provide essential assistance to our guidance counseling staff following the loss of a counselor position earlier this year.

#### Key Responsibilities and Impact:

- **Guidance Support:** Provides direct support to the counseling department to ensure no lapse in student services due to staff reduction.
- **Case Management:** Assists in managing student records, scheduling, and academic advising needs.
- **Crisis Intervention:** Offers additional capacity for immediate student needs and emotional support.

### 2. 0.5 Dean of Students

To further the district's vision of authentic learning and meaningful engagement, we propose a half-time Dean of Students focused specifically on cultivating a positive and safe student culture.

#### Strategic Focus Areas:

- **Student Culture:** Developing and maintaining a school environment conducive to learning and personal growth.
- **Bully Prevention:** Implementing and overseeing proactive programs to identify and

- eliminate bullying behaviors.
- **Behavioral Support:** Focusing on Tier 2 and Tier 3 behavioral interventions to provide targeted support for students requiring intensive assistance.
- **Positive Reinforcement:** Establishing systems of recognition to celebrate student achievements and positive contributions to the school community.

## Alignment with District Goals

Similar to the evolution of the District Assessment Coordinator role, these positions represent a shift from reactive task management to proactive, strategic leadership. By formalizing these roles, the Allen County School District will strengthen its ability to:

| Goal                           | Alignment Detail  |
|--------------------------------|---|
| <b>Instructional Coherence</b> | Ensuring students are emotionally and behaviorally prepared to engage with high-quality instruction.                |
| <b>Capacity Building</b>       | Providing teachers and principals with dedicated personnel to handle complex behavioral and service-related issues. |
| <b>Continuous Improvement</b>  | Using behavioral data and student service metrics to monitor progress and refine support systems.                   |

## Conclusion

The addition of these half-time roles will allow the district to maintain the fidelity of our student support services while intentionally building a culture of safety and positive reinforcement. We ask the Board to approve these positions to ensure our staff has the capacity to support every student's success.