

Dean

Dept/Div: Secondary Technical CenterN/A

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work assisting with the administrative duties of school operations, and related work as apparent or assigned. Work is performed under the limited supervision of the Principal. Continuous all personnel within the team.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Supports teachers and staff in implementing district-wide plans; disciplines students as needed.

Adheres to and enforces board policy, school guidelines, administrative directives, the master contract and district standards.

Assists with the development and administration of policies dealing with discipline, conduct and attendance.

Assists with coordinating school services and resources.

Provides attendance monitoring and interventions to students and behavioral support; provides tutoring to teachers.

Assists with the evaluation of Technical Tutors.

Assists with the development of programs and classes.

Facilitates communication between member districts.

Prepares various required and requested reports and written documents.

Assists with coordinating special events.

Assists with student enrollment and entry.

Serves on and leads various meetings and committees as a representative of the district or department.

Assists with building emergency and security procedures.

Knowledge, Skills and Abilities

General knowledge of school administration principles, practices and procedures; general knowledge of the general laws and administrative policies governing student service programs; general knowledge of transporting students; general knowledge of transporting handicapped students; thorough skill operating standard office equipment and applicable hardware and software; thorough skill operating database systems; general skill operating standard accounting software; ability to develop and present ideas effectively, both orally and in written form; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand student rights pertaining to disciplinary procedures; ability to assist students with patience and understanding; ability to establish and maintain effective working relationships with administrators, member district principals, local law enforcement, staff and students.

Education and Experience

Master's degree with coursework in education administration, or related field, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently standing and speaking or hearing and occasionally requires walking, sitting, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or

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quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Minnesota State Teaching license.

Minnesota State School Administrator license preferred.

Valid driver's license in the State of Minnesota.

Last Revised: 9/27/2011