

**JOB DESCRIPTION**

**DEAN OF STUDENTS**

**Qualifications:**

1. New Jersey Supervisor or Principal Certification or Certificate of Eligibility
2. Master's degree in administration and supervision or other related field
3. Successful teaching experience at the elementary or middle school levels
4. Experience in teacher observation, anti-bullying program management, staff development and school improvement preferred
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**Reports to:** Building Principals

**Terms:** Full Time Position

**Job Goal:** To provide assistance to the building principals in managing the supervisory and operational responsibilities of the schools.

**Performance Responsibilities:**

1. Maintain high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' right to due process. Prepare and submit semi- annual EVVRS reporting to the DOE.
2. Assist with monitoring lunch and recess at Millington and Gillette Schools
3. Facilitate Intervention and Referral Services (I&RS) committee meetings and post-meeting follow-up. Provide training for I &RS team members as needed.
4. Perform teacher observations as assigned
5. Serve as the School Anti-Bullying Specialist for Gillette, Millington and Central Schools
6. Assist the building principals in school-level planning for improvement of instruction.
7. Assist in the selection of appropriate instructional materials and monitors the delivery of the instructional program.
8. Participate in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
9. Assist in the planning, organizing and supervision of curricular and extracurricular activities.

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10. Assist in the interviewing of candidates for teaching and support staff position as needed.
11. Provide training for Mentor teachers as needed.
12. Interviews, makes appointment recommendations to the Chief School Administrator (CSA), assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
13. Serves as the District Testing Coordinator for all NJ DOE mandated testing and approved district wide assessments.
14. Any task as assigned by the Superintendent of Schools.

**Terms of Employment:** As per the negotiated agreement with LHAA

**Evaluation:** Performance of this job will be evaluated annually by the Principals in accordance with state law and the provision of the Long Hill Township BOE's policy on evaluation of certified staff.

**Revised and readopted:** December 14, 2015  
**First Reading:** March 24, 2014  
**Second Reading:** April 7, 2014