

ALAMEDA UNIFIED SCHOOL DISTRICT

JOB TITLE: Dean of Student Support Services

BASIC FUNCTION: To assist the Principal in fulfilling his/her chief responsibility of promoting the educational well being of each student in the school.

DUTIES AND RESPONSIBILITIES:

Assists the Principal in the general administration of the school.

Assists the Principal in the following tasks:

- Coordinates, facilitates, directs and assists the counselors with services related to student support.
- Supervises and coordinates the overall operations of the Attendance Office and monitors the implementation of the Attendance Policy.
- Coordinates the administration of the school-wide testing program and assists the appropriate school personnel to analyze and interpret the tests results to the staff, parents and students.
- Maintains the procedures for the safety of students/staff and for the overall safe operation of the school.
- Collaborates with appraisal and evaluation of the instructional program and proposes classes to meet the needs of the students.
- Assists in establishing discipline throughout the student body and supervises extra-curricular activities and students on and off campus.
- Works with parents, faculty and student groups in advancing educational and related activities.
- Performs other duties as assigned by the Principal.

EDUCATION AND EXPERIENCE:

At least five years of successful teaching experience, and or counseling experience
Valid Certification as an Administrator or Supervisor or willingness to complete.
A Master's Degree or equivalent.

WORKING CONDITIONS:

ENVIRONMENT:

Student and educational environment.
Office environment.
Constant interruptions.
Student activity monitoring.

PHYSICAL DEMANDS:

Standing for extended periods of time.
Sitting for extended periods of time.
Dexterity of hands and fingers to operate computer keyboard and other office equipment.
Bending at the waist, kneeling or crouching.
Hearing and speaking to exchange information in person or on the telephone.
Lifting moderately heavy objects.

REPORTS TO:

Principal and/or other administrator as assigned by the Principal

SUPERVISES:

All certificated and classified personnel as assigned by the Principal. .

WORK YEAR:

210 Day Work Year

EVALUATION:

By the Site Principal or designee

SALARY:

\$84, 722 - \$105,699 annually