



# DEER VALLEY

*Unified School District*

## JOB DESCRIPTION

JOB TITLE: **Dean (Administrator)**

Position Type: <b>Administrative</b>	Department: <b>School</b>
Salary Schedule: <b>Certified</b>	Reports to: <b>Principal</b>
Pay Range: <b>1</b>	Location: <b>School</b>
Term of Employment: <b>10 months</b>	Date: <b>July 1, 2019</b>
Shift: <b>Day</b>	Approved By: <b>Human Resources</b>

### **POSITION SUMMARY:**

To use leadership, supervisory and administrative skills so as to promote the educational development of each student.

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

### **ESSENTIAL FUNCTIONS:**

- Assists the principal in supervising all professional and classified personnel.
- Recruits, screens, trains and assigns classified and certified staff as assigned.
- Supervises and evaluates the school's extracurricular program(s).
- Supervises and assists in the preparation of school reports for the District Office.
- Makes recommendations concerning the school's administration and instruction to the administrative team.
- Develops positive relationships with parents and community.
- Implements and monitors effective instruction, curriculum and assessment practices.
- Must meet any additional specific job requirements as indicated by the principal.
- Promotes the District's and school's mission, vision, values and goals.
- Assists with the implementation of the Strategic Plan and campus' CIP and CCI.

- Serves as an administrative designee/principal's designee as assigned at school events.

#### **MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

#### **SUPERVISORY RESPONSIBILITIES:**

- Supervises and evaluates any classified or certified staff as assigned (must have a valid administrative certificate).
- Supervises students.
- Supervises any assigned parent volunteers or chaperones.
- Supervises professional staff as assigned.

#### **OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a solid grasp of computer skills.

#### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must currently hold all required certification.
- A valid Arizona Principal Certificate is required.

**EDUCATION AND/OR EXPERIENCE:**

- Must hold a Bachelor's degree (BA) from a four-year college or university and be working towards administrative certification.
- Or hold a Masters Degree (MA) or higher and hold administrative certification.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited information exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*