



JOB DESCRIPTION

JOB TITLE: **Dean (Administrator)**

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

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.