

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Dean, Secondary School	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	2116	WORK YEAR:	200.5 Days
DEPARTMENT:	School Site	SALARY:	Range 25 Salary Schedule B
REPORTS TO:	Principal	BOARD APPROVAL:	08-06-01
		BOARD REVISION:	

BASIC FUNCTION:

Provide academic, personal, and career counseling services to students; communicate with students, parents, and appropriate district staff regarding student progress; perform a variety of administrative functions.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Develop and implement a guidance and academic counseling advisory program; communicate with students, parents, and district staff regarding student progress; monitor students, and make recommendations related to proper placement or actions. **E**

Provide personal, crisis, and social counseling services to students; conduct student conferences, and refer students to appropriate agencies as needed; assist students with decision making, proper behaviors, and goal-setting. **E**

Provide college and career guidance to students; develop academic plans to prepare students in meeting college prerequisites; discuss interests and goals; prepare a variety of written recommendations to colleges, scholarships, and special programs. **E**

Develop and administer disciplinary procedures including conduct referrals, suspensions, and expulsions in accordance with district policies and state laws; confer with students, parents, teachers, and community agencies; respond to and resolve parent, student, and staff complaints. **E**

Develop and conduct a continuing faculty in-service education program dealing with student discipline; serve as a resource person to the school staff on such matters. **E**

Establish, coordinate, and maintain communication with community and parent groups; attend a variety of meetings and events to represent the school; develop correspondence, newsletters, or flyers to promote school activities and achievements. **E**

Review, rewrite, and update faculty handbook, and attend faculty meetings and in-service training. **E**

Perform a variety of administrative functions including administering various tests and supervising campus activities. **E**

Prepare and maintain a variety of lists, transcripts, profiles, cum folders, records, and reports related to students. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree, advanced degrees are preferred. A minimum of three years of successful, full-time teaching at the secondary level. Non-classroom certificated experience as a counselor, department chairman, or student activities adviser will warrant preferential consideration.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile; Teaching Credential; Administrative Services or Supervision Credential, or must be enrolled and show proof of enrollment in an Administrative Internship Program at California State University, Sacramento (CSUS).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures related to counseling programs and services.

Graduation and college entrance requirements.

Counseling techniques, laws, rules, and regulations.

Child abuse reporting laws.

Testing and registration procedures.

Interpersonal skills using tact, diplomacy, patience, and courtesy.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of district students.

Oral and written communication skills.

Record-keeping techniques.

ABILITY TO:

Provide counseling services to assigned students.

Communicate with parents, students, and appropriate district staff regarding student progress.

Perform a variety of administrative functions.

Identify student needs.

Prepare and maintain a variety of documents related to students.

Analyze situations accurately, and adopt an effective course of action.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Operate office equipment.

Work confidentially with discretion.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; constant interruptions; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; dexterity of hands and fingers to operate office equipment; seeing to read and prepare documents and reports; sitting or standing for extended periods of time; walking to supervise campus activities; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

Dean Sec (ZIP 100)

APPROVALS:

Chief Personnel Officer

Date

Superintendent

Date