



JOB DESCRIPTION

JOB TITLE: Dean of Student Services (full-time)

LOCATION: Rowanty Technical Center

IMMEDIATE SUPERVISOR: Rowanty Technical Center Principal

PAY GRADE: Administrator – Grade 27

FLSA STATUS: Exempt

GENERAL DEFINITION OF WORK

Position is responsible for assisting the school Principal in the student services of a regional technical center. Position assists with supervising of staff, creating a safe environment, monitoring curriculum, and other duties associated with the successful operation of a regional technical center.

ESSENTIAL FUNCTIONS

The minimum performance expectations include, but are not limited to the following actions:

- Assists the Principal in recruiting, registering, and scheduling new students;
- Provides day-to-day assistance and guidance to students to help insure student success;
- Partners with school counselors and other education professions to plan and provide students with a smooth transition to the program;
- Partners with school counselors and school administrators to ensure that students are provided the proper information to make decisions regarding program placement;
- Provides the opportunity for all students to earn recognized credentials in their programs of study;
- Coordinates tours for prospective students, community entities, and other interested groups;
- Conducts presentations at schools to promote Rowanty programs;
- Administers pre- and post-program competency/credentialing assessments;
- Assists the Principal in developing an effective educational program;
- Assists in the overall administration of the school;
- Supervises, observes and motivates teachers as assigned by the Principal;
- Serves as Principal in the absence of the Principal;
- Assists in coordinating transportation, custodial services and maintenance of the building;
- Helps conduct safety inspections and safety drill practice activities;
- Prepares periodic and special reports as required;
- Identifies the special needs of students on a regular basis, seeking the assistance of school district specialists as required;
- Assists the Principal in the planning and implementation of a systematic method of administration of the instructional program through the use of observations, documentation and follow-up conferences;
- Helps supervise curriculum planning;
- Conferences with parents/guardians of students concerning discipline, attendance, and student behavior;
- Conferences with students referred for violations of the code of the conduct, administers disciplinary action as necessary, and notifies parents/guardians of action taken;
- Assists the Principal in establishing and sustaining relationships with the business community to foster understanding and solicit support for students and their families;
- Monitors halls, school grounds, and pupil movement to ensure a safe and orderly environment;



- Attends and supervises after-school, evening, and weekend school sponsored events and activities as assigned;
- Assists the Principal in other duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Must demonstrate excellent classroom management skills and effective disciplinary strategies and techniques. Must possess a comprehensive knowledge of the current issues, principles, and practices in public school education and the ability to apply them to the needs of a school. Must possess knowledge and effective skills in curriculum development, instructional practices, interpretation of test data, and special education. Must possess the ability to plan and supervise the work of others. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and the public.

EDUCATION AND EXPERIENCE

Candidate must hold a current, unrestricted license as a K-12 Administrator through the Virginia Department of Education. Candidate must have a minimum of three years of satisfactory instructional experience and a minimum of two years in an administrative role. It is desired that candidate possess experience in budget preparation, special education and college/career readiness.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Duties performed typically in school settings to include: classroom, technical lab, business site off campus. Frequent walking, standing, light lifting commiserate with physical expectations for instructors, and other limited physical activities are required. Occasional travel with students on field trips may be necessary. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Occasional lifting of equipment weighting up to 50 pounds may be required. Daily personal and close contact with students to provide classroom management and learning environment support is required. Regular contact with other staff members and parents is required. Frequent contact with parents by phone and in person as necessary.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.