

# PERRY LOCAL SCHOOLS

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## NOTICE TO EMPLOYEES OF A POSITION WHICH IS OPEN

### INTERNAL\EXTERNAL POSTING ONLY

POSITION	LOCATION	START DATE	REQUIREMENTS
Dean of Students - (Academic & Attendance Compliance Officer)	Perry High School	August 2018	Proper Certification

#### **Additional Requirements:**

- Contributes to the development of dropout prevention, re-entry and school completion programs.
- Collaborates and supports high school administrators on a daily basis. Assists with program planning. Identifies opportunities to enhance student learning.
- Upholds student dress code. Addresses basic student disciplinary issues (i.e., primarily AM period and including detention no-shows and tardy students). Recommends but is not authorized to issue out-of school student suspensions.
- Assists with the revision/distribution of student-parent and teacher handbooks.
- Helps with enrollment/withdrawal procedures and the management of student files.
- Responds promptly to requests for assistance with student truancy/behavioral concerns.
- Collaborates with assistant principals and counselors to ensure detailed student information is communicated effectively.
- Contacts parents/guardians when the school has not been notified about absent/tardy students.
- Helps families/students understand the consequences of continued truancy and/or misconduct.
- Monitors student attendance and truancy reports. Represents the district at court hearings.
- Evaluates student circumstances and recommends discipline for attendance-related concerns.
- Processes legal complaints with the prosecutor's office when truancy persists. Corroborates evidence to prevent procedural errors. Represents the district at hearings. Provides testimony.
- Prepares written recommendations and/or resolutions for each truancy action undertaken.
- Oversees student discipline for unexcused tardiness/absences and failure to serve detentions.
- Verifies legal residence. Identifies non-resident students enrolled in district programs. Facilitates removal of ineligible students according to district policy and available legal remedies.
- Collaborates with staff to identify students struggling with academic and/or social-emotional issues. Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.
- Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request a consultation and/or student evaluation.
- Collaboratively resolves problems that impede student learning. Identifies teaching techniques, interventions and aligned resources best suited for each student.
- Facilitates/supports the least restrictive environment for the placement of students with disabilities.
- Works with staff to monitor intervention efficacy. Recommends modifications as needed.

- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Helps coordinate implementation of required state and district assessments.
- Facilitates student transitions (e.g., alternative programs, promotion/graduation, school to work, post-secondary program enrollment, employment, etc.).
- Serves as a member of the district crisis management team. Helps develop crisis response plans.
- Provides administrative direction to ensure orderly building activities (e.g., arrivals/departures, vehicle parking, use of interior/exterior common areas, etc.).

**External Applicants:** [www.applitrack.com/perrylocal/onlineapp](http://www.applitrack.com/perrylocal/onlineapp)

**Internal Applicants:**

**[CLICK HERE TO SUBMIT A RESPONSE TO BE CONSIDERED FOR THIS POSITION](#)**

**DATE OF NOTICE:** June 20, 2018  
**FILING DEADLINE:** Until Filled