SUMMER DEAN

JOB SUMMARY
Serves as liaison between home and school for multiple grade levels during summer session. Supports behavioral standards and consequences. Provides academic advising. Consults and works collaboratively with administration, faculty and staff to meet the needs of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

General:
● Serves as liaison between home and school as first point of contact for families.

● Establishes and maintains positive relationships with all constituents, being approachable and accessible to students, families and school employees.

● Assists students experiencing academic or behavioral challenges. Assists teachers with students experiencing academic or behavioral challenges.

● Communicates effectively with students, faculty, and parents in a wide variety of settings.

● Maintains accurate and updated written and electronic records.

● Effectively organizes time and effectively executes tasks to address a variety of concerns regarding multiple students.

● Completes all aspects of job in timely and professional manner.

● Maintains a professional work ethic (punctuality, attendance at meetings, adherence to deadlines etc.).

● Makes an effort to grow and develop professionally.

● Stays current with trends and research in the field of education in general, and in practice at Mid-Pacific, so as to facilitate understanding between students, parents, and school.

● Understands and abides by faculty responsibilities as outlined in the faculty agreement and employee handbook.
Academic Advising:

- In collaboration with Registrars and Family Liaison, resolves schedule conflicts or concerns for the upcoming school year.
- Counsels students on course registration options and assists with scheduling modifications as needed.
- Develops a thorough understanding of the evolving high school curricular offerings and pedagogical approaches to learning.
- Oversees communication about student academic standing, ensuring that student progress is well known to families and internal audiences. Coordinates parent-teacher conferences as needed. Works with families of students with diagnosed learning differences to provide and advocate for appropriate learning supports and resources. Connects students and families to a network of academic resources within the school and larger community as needed.

Social and Personal Counseling:

- Conducts individual counseling to facilitate students making appropriate choices. Assists students with personal and social problems, including recommendation and referral to external professional assistance/intervention as needed.
- Provides support on behalf of students in contact with parents/guardians and teachers.
- Helps students identify and develop positive character traits and values. Helps students develop self-confidence and acceptable coping skills to deal with setbacks, as well as taking pride in accomplishments.
- Applies knowledge and understanding of intervention and prevention strategies to support individual student achievement. Connects students and families to a network of social and behavioral support resources within the school and larger community, as needed.
- Maintains confidentiality of student records. Discloses confidential information when necessary and appropriate, including when required by law.
- Displays sensitivity and tact in counseling sessions.
Enforcement of Behavioral Standards and Consequences:

- Counsels students in understanding and accepting responsibility for their actions and consequences thereof.

- In consultation with administration, conducts needs assessments and develops appropriate course of action, including behavioral contracts as needed, to address and correct students who are experiencing significant and/or repeated behavioral problems.

- Maintains accurate and updated records of student’s behavior, including records of demerits and penalty work.

EDUCATION and EXPERIENCE
Bachelor’s Degree from an accredited college or university required. Candidates with continuing education training or a master’s degree in Educational Psychology or Human Development will receive additional preference. Experience as a Dean of Students, School Counselor, or similar position in a secondary school preferred. Experience as a classroom teacher at the secondary level is preferred.

PHYSICAL DEMANDS
Our campus consists of multiple buildings on 44 hilly acres that requires frequent walking including uphill and stairs. The individual is required to talk and hear, often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee may be required to stand, walk, lift and carry approximately 10-15 pounds, reach with arms and hands, climb or balance, and to stoop, bend, kneel, crouch or crawl. Requires close vision.

MENTAL DEMANDS
On a daily basis must frequently solve problems, make decisions, interpret data, organize, write, plan, and communicate clearly.

EQUIPMENT USE
Telephone, computer, iPad; Software: Google Apps for Education, Blackbaud database Student Information System - frequently; Copier, printers and other hardware – occasionally.

WORKING CONDITIONS
Indoor - frequently; Outdoor, Loud Noise, Cold and Hot Temperatures – occasionally.

WORK ENVIRONMENT
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.