

SCHOOL DISTRICT OF WAKULLA COUNTY

ASSOCIATE DEAN

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Active Educator's Certificate issued by the State of Florida.
- (2) Bachelor's degree or higher from an accredited education institution.
- (3) Minimum of five (5) years successful teaching experience. ~~And successful completion of~~
- (4) Satisfactory criminal background check and pre-employment drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, state and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and staff development. Ability to facilitate various size groups using facilitative leadership skills. Good interpersonal and communication skills. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement.

REPORTS TO:

Assigned District or School Administrator

JOB GOAL

To serve as a resource for principals and teachers to provide more effective classroom instruction and improve student performance.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- (1) Develop, write and coordinate assigned federal and state grant programs.
- (2) Provide input and support for District-wide planning to relate the instructional program and the use of financial and human resources to the District's goals and objectives.
- (3) Develop guidance programs based on developmental needs of students, needs assessments, and school and district priorities.
- (4) Establish short- and long-range plans based on student needs, as well as school, district and state priorities.

Classroom Management

- (5) Prepare and submit applications, reports, schedules, surveys, projects and grants.
- (6) Administer assigned budgets and expenditures.
- (7) Assist in the preparation of the instructional services and staff development budgets.
- (8) Prepare all required reports and maintain all appropriate records.
- (9) Establish a positive and supportive environment for effective programs.

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- (10) Follow established procedures for appropriate intervention in accordance with school, District and state laws, rules and policies.
- (11) Ensure security of student records and testing materials.
- (12) Manage time effectively.
- (13) Use technology resources effectively to access and manage records and data.
- (14) Contribute to the effective operation of the school including participation in school-wide events, committees and supervisory responsibilities to assure student safety.

Assessment/Evaluation

- (15) Facilitate the evaluation and selection of textbooks and other instructional materials to support the curriculum.
- (16) Analyze, interpret and utilize student performance data, including state assessment test results, in planning and updating instructional programs.
- (17) Demonstrate knowledge of theories, techniques, and instruments used for assessment.
- (18) Administer tests and interpret and communicate results.
- (19) Assist administrators, teachers, students and parents in understanding various test data.
- (20) Explain nature and purpose of assessment in an understandable manner, including its uses and limitations, and provide feedback to appropriate individuals.
- (21) Exercise confidentiality in the sharing of test results.
- (22) Assist faculty in the analysis, interpretation and use of assessment results.

Student Instructional Engagement

- (23) Provide input into the development and annual revision of the Student Progression Plan.
- (24) Coordinate curriculum development task teams.
- (25) Coordinate program planning to involve District and school personnel, community representatives and students when appropriate.

Technology

- (26) Use technology resources effectively.
- (27) Use technology to establish an atmosphere of active learning.
- (28) Provide students with opportunities to use technology to gather and share information.
- (29) Facilitate student access to the use of electronic resources.
- (30) Explore and evaluate new technologies and their educational impact.
- (31) Use technology to review student assessment data.
- (32) Use technology for administrative tasks.

Collaboration

- (33) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
- (34) Collaborate with coordinators and other specialists to assist them in purposeful articulation among all instructional levels as well as between basic and special programs.
- (35) Work cooperatively with the school staff in curriculum and program planning.
- (36) Maintain contact with other school districts in Florida and other states to share and receive information on effective programs and practices.
- (37) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.
- (38) Inform teachers and parents of special services available for students.
- (39) Communicate goals and services of the counseling programs to school administration, staff, students and parents.
- (40) Consult with students, parents, teachers and other school staff to assist in meeting needs of students.

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- (41) Work effectively with parents.
- (42) Provide parents and teachers with suggested strategies to work effectively with their student.

Professional Learning

- (43) Keep abreast of current trends and best practices in assigned areas.
- (44) Maintain current knowledge of legislative developments.
- (45) Assist principals with planning school-based staff development.
- (46) Conduct appropriate staff development workshops.
- (47) Attend meetings and conferences which promote professional growth and will benefit the District.
- (48) Participate in school data collection of input on principal's performance assessment program.

Professional Responsibilities

- (49) Maintain good public relations with parents and community groups for dissemination of information and feedback.
- (50) Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community.
- (51) Maintain liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.
- (52) Keep the supervisor informed about potential problems or unusual events.
- (53) Model and maintain high standards of professional conduct.
- (54) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- (55) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- (56) Facilitate problem-solving by groups or individuals.
- (57) Perform other incidental tasks consistent with the goals and objectives of this position.

Student Growth and Achievement

- (58) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities