



Middle School / High School Dean of Students 2017-2018 School Year

<p>Qualification Requirements</p>	<ul style="list-style-type: none"> • Master’s Degree in Educational Leadership or Administration, preferred. • Possession of/eligibility for Michigan School Administrator Certificate, preferred. • Valid Michigan Teaching Certificate. • Experience is preferred by not required. • Must be highly qualified.
<p>Essential Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Build positive relationships with students, staff, parents and community members • Collaborate and communicate effectively through a variety of methods • Monitor at-risk students and coordinate efforts with staff and parents for these students. • Student supervision (monitoring hallways, lunch periods and assemblies, etc.) • School-wide student discipline implementation, follow up, and reporting: <ul style="list-style-type: none"> ○ Communication and follow up with parents regarding student behavior concerns. ○ Resolve issues of student discipline, set-up and facilitate parent meetings when necessary, as well as working with staff members to ensure consistent and effective discipline procedures ○ Assessing student behavior/ creating behavior plans/ contracts ○ Assist transportation with discipline issues on buses (including watching video and working with, drivers, students and parents) • Oversee truancy (letters to parents, meetings with staff and parents) and facilitate parent meetings regarding attendance issues/concerns • Fire, tornado and lockdown drill coordinator • Manage, coordinate, supervise and evaluate paraprofessionals • Serve as the ‘point person’ for county probation officers (i.e. coordinate communication between the school, courts, and auxiliary personnel) • Serve on appropriate committees (i.e. Special Education Committee, etc.) • Attend special education Continuous Improvement Monitoring Systems (CIMS) meetings and complete workbook activities • Attend student IEP’s, when necessary • Assume administrator role in his/her absence • Perform other duties as assigned • Maintain regular and reliable attendance. • The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her in the District.

Salary and Benefits	Starting at \$40,000 plus benefits	
Deadline	3:00 p.m. on July 17, 2017 or until filled.	
Method of Application	Persons who are interested in this position should submit a letter of interest, resume, credentials/certification and list of references to:	
	Staci Short Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: sshort@kpschools.com
Contact Information	Please direct questions to Staci Short at e-mail sshort@kpschools.com.	

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109