

FAIRFIELD PUBLIC SCHOOLS

Fairfield, Connecticut

- I. JOB TITLE: Dean, Middle School
- II. CERTIFICATION/QUALIFICATIONS: Holds Current Connecticut Teaching Certification; three years of successful teaching
- III. WORK YEAR: Regular school calendar plus 10 days
- IV. REPORTS TO: Middle School Principal
- V. JOB GOALS:
 - A. Assists in the maintenance and enforcement of school policy, rules, regulations and accepted school behavior.
 - B. Is responsible for the coordination and management of assigned student services and activities.
- VI. MAJOR RESPONSIBILITIES:
 - A. Student Management and Control
 1. Keeps accurate records related to student attendance at school and in classes.
 2. Confers with and counsels students referred for disciplinary reasons.
 3. Communicates student disciplinary problems with parents via letter, phone and/or scheduled parent conferences.
 4. Communicates and works in conjunction with teachers through teacher conferences, teacher-student conferences.
 5. Schedules conferences with students, parents, counselors to work towards desired outcomes.
 6. Communicates and works in conjunction with guidance personnel, via conferences, weekly staff meetings, and P.P.T. referrals, regarding behavioral difficulties.
 7. Supervises general areas within the school, especially corridors and cafeteria.

B. Bus Transportation and School Safety Program

1. Serves as liaison with the bus company and parents to follow up operational and disciplinary referrals.
2. Coordinates and supervises safety programs as they relate to walkers, bicycles and buses.
3. Assists in the planning and supervision of fire drills, building evacuation, lockdowns and related safety programs.

C. Record Keeping

1. Records appropriate information and maintains records regarding discipline, consequences for behavior, and locker assignments.
2. Prepares and files Fairfield and State suspension forms.

D. Student Activities and Interscholastic Sports

1. Assists in planning and implementing all student activities including extra-curricular activities.

E. Supervision

1. Assists with general student supervision in and outside the building.
2. Assists in the supervision of the cafeteria.

F. Other

1. Performs other tasks assigned by the Building Administrator or other duly recognized authority.

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