



Assistant Dean Job Description

Qualifications & Skills

- Bachelor's degree from an accredited college or university in education or related fields is strongly preferred.
- Experience in an educational setting is strongly preferred.
- Must have a positive attitude and positive approach to meeting the needs of our students.
- Ability to make quick and thoughtful decisions.
- Excellent public relation skills including tactful and clear communication skills.
- Ability to maintain self-control, and ability to work independently and cooperatively with others.
- Display fair judgment, strong time management, and an ability to prioritize.

Job Duties & Responsibilities

- Embrace and help grow the mission of Pleasant Valley which is to "engage, inspire, and empower each student towards academic excellence and citizenship".
- Reports to and takes direction from the building Dean, Principal and Superintendent as needed.
- Contact parents to acquire & provide information on non-academic student progress when necessary.
- Provides student breaks as necessary.
- Establish and support respectful relationships with faculty and staff.
- Build relationships with students that address needs and offer leadership.
- Develop and communicate clear disciplinary procedures and policies to students, staff and families.
- Implement disciplinary interventions including in school suspensions, out of school suspensions, removal from classrooms and other interventions as needed.
- Supervise and lead student lunches, student recess and extracurriculars.
- Manage bus issues and bus write ups.
- Other duties as assigned by administration.

Salary & Benefits

- Salary starts at \$45,000
- Health Insurance offered
- Dental Insurance offered
- Life Insurance offered
- Vision Insurance offered

Schedule & Time Off

- 40 hours per week, Monday through Friday plus some evening sport supervision
- 183 total working days per school year - 3 days of registration/180 days same as the teachers
- 12 sick days and 3 personal days per school year