

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

<b>Position:</b>	Dean of Students, High School/Assistant Athletic Director
<b>Reports to:</b>	High School Principal
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Exempt
<b>Description:</b>	Establish a safe, structured learning environment for all students; establish a sound and fair relationship with all students; assist the high school principal and assistant high school principal in all aspects of running the building; coordinate student attendance
<b>NOTE:</b>	The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Assistant Athletic Director for high school and middle school.
- Assist in the formulation of a philosophy and objectives for the instructional program
- Assist the High School Principal in supervising and evaluating all certified and support staff under their supervision in accordance with the negotiated agreements
- Study and evaluate, and, as appropriate, recommend adoption of new textbooks, materials, and programs
- Act as liaison with juvenile court system regarding student attendance issues
- Contribute to school publications
- Participate in community events/activities
- Participate in the development and review of the total high school program
- Participate in building administrative team meetings
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., Board of Education executive session discussions, personnel information, and lawsuit information
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Attend meetings and in-services as required

**Other Duties and Responsibilities:**

- Assist with the arrangement of all field trips
- Assist with student driving privileges
- Assist with residency and custody issues for admissions and withdrawals
- Assist with orientation of incoming freshmen and new students to the District
- Assist with substitute teachers and in-house coverage
- Assist with end-of-year inventories
- Assist with student bus problems
- Assist in organizing student assemblies
- Assist with the scheduling and supervision of semester and final exams
- Assist with chaperones and security for co-curricular events
- Assist with the development, implementation and coordination of “at-risk” programs for the high school
- Assist with the coordination of school connected organizations
- Assist with building maintenance requests
- Assist with the coordination of all student funding activities
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Instill in students the belief in and practice of ethical principles and democratic values
- Respond to routine questions and requests in an appropriate manner

- Perform other duties as assigned by Principal and Superintendent

**Qualifications:**

- Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience
- Appropriate State of Ohio license
- Documentation of a clear BCII report
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Basic first aid and CPR
- Background in education
- Knowledge and skill in reducing student absenteeism
- Excellent motivational skills

**Equipment Operated:**

- Computer
- Printer
- Telephone/Cell Phone
- Various office equipment

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to work on all scheduled workdays except calamity days
- Occasional interaction among unruly children
- Frequent travel
- Occasional evening/weekend work
- Repetitive hand motion, e.g., typing on keyboard
- Occasional exposure to inclement outdoor weather conditions
- Occasional exposure to loud noises
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional requirement to lift, carry, push, and pull various items up to a maximum of 50 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adoption date: July 24, 2007

Re-adopted