

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Dean of Students**

### **QUALIFICATIONS:**

1. Master's Degree from an accredited college or university
2. New Jersey Teacher Certification
3. New Jersey Supervisory or Principal Certification
4. Minimum of five years teaching experience

**REPORTS TO:** Middle School Principal and Vice Principal

### **RESPONSIBILITIES:**

1. Act as the building-level administrator in the absences of the Principal and Vice Principal
2. Provide building supervision during scheduled administrative periods and/or during student arrival/dismissal times
3. Maintain public relation initiatives that promote a positive school image
4. Assist administration in the record keeping and notification of parents on student attendance, conduct, and discipline at the middle school
5. Provide support and leadership for staff members in the enforcement of building rules and regulations
6. Serve as a member of the Middle School Climate and Safety Team
7. Coordinate with the middle school Bullying Coordinator on HIB-related issues