

Dean of Students/Athletic Director

Under the direction of the Principal, the Dean of Students, K-8 serves as an instructional leader in the planning, coordination, and administration of school activities and programs, including curriculum, instruction, assessment, student conduct and attendance, athletics and extracurricular programs, and the supervision and evaluation of assigned personnel.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Arizona Principal Certificate or written evidence of eligibility
- 1-3 years administrative experience
- 3 years of successful teaching experience
- Excellent interrelationship skills, organizational skills, integrity, a strong work ethic and knowledge of all aspects of K-8 education
- Master's Degree preferred
- Human Resources administrative experience preferred

ESSENTIAL FUNCTIONS include, but are not limited to, the following:

- Assists in the overall administration of the school
- Acts as School-Level Standardized Testing Coordinator
- Supervises student conduct within the school, and oversee student disciplinary procedures, keeping records of any disciplinary action
- Addresses parent issues and documents accordingly
- Acts as school attendance and truancy officer
- Responsible for the updating, training, and implementation of school emergency response plan
- Observes and evaluates staff performance
- Hires, trains, develops, and evaluates support staff effectively
- Reviews lesson plans
- Schedules, documents, trains staff and complies with fire drills, lockdowns and evacuation requirements
- Serves as District Representative for IEP/MET meetings
- Attends school events as assigned
- Work with substitute coordinator to hire, train, and find coverage for teacher absences
- Oversee student behavior management program
- Oversee Gradebook/Familylink (via the Gradebook/Familylink Coordinator)
- Coordinate and Schedule Evacuation Drills/Lockdowns
- Responsible for the campus Emergency Response Plan and procedures
- Other duties as assigned



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ATHELETIC DIRECTOR DUTIES include, but are not limited to, the following:

- Schedules all games
- Hires and develops coaches
- Ensures attendance of EDUPRIZE designee at all home games
- Orders, stores, and maintains all uniforms and athletic equipment
- Attends seasonal CAA Athletic Director Meetings
- Completes all required paperwork and ensures that EDUPRIZE Athletics is in compliance with CAA (i.e. concussion protocols)

RESPONSIBILITIES:

- Working independently under broad organizational policies to achieve organizational objectives; managing multiple departments; and supervising the use of funds for multiple departments.
- Utilizing significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.