



## GRANT COUNTY SCHOOLS

204 Jefferson Avenue  
Petersburg, WV 26847  
304-257-1011/FAX 304-257-2453

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### JOB DESCRIPTION

#### **JOB TITLE:** Dean of Students/Athletic Director

#### **Qualifications:**

- WV Professional Teaching Certificate
- WV Professional Administrative Certificate or willing to obtain
- Successful experience as a teacher preferred, 3 + years
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

#### **Dean of Students**

#### **Reports to:** Principal

**Job Goal:** The Dean of Students will work closely with the principal and school personnel to serve as a resource to all students.

The Dean of Students will:

1. Communicate/manage/enforce behavioral expectations;
  - Oversee the school-wide Positive Behavior Support system
2. Identify, support, and monitor at-risk students
3. Provide oversight and support for programs/activities intended to connect students to school
  - Activities Coordinator
  - Athletic Director

#### **Knowledge of:**

1. Current student demographics and community trends
2. Positive behavioral interventions and support
3. Creating and implementing student behavior expectations
4. Conflict resolution strategies
5. State policy and laws affecting the management of student behaviors

**Ability to:**

1. Effectively lead and manage
2. Build positive relationships with students, staff, parents and community members
3. Collaborate and communicate effectively with key stakeholders through a variety of methods
4. Plan, organize and manage time and resources

**Responsibilities:**

1. Ensure clear communication of school behavioral expectations to all stakeholders
2. Manage and enforce school behavioral expectations
3. Confer with students, parents, and teachers regarding student related issues
4. Assist staff with the creation and alignment of classroom student behavioral expectations and classroom management plans
5. Serve as a resource to staff regarding student management issues
6. Create and coordinate education alternatives for students in need
7. Collaborate with staff, administrators, and parents through the Student Assistance Team (SAT) process
8. Assist in the planning, developing, and implementation of student behavior plans
9. Confer with students and administer appropriate consequences
10. Openly communicate with staff and parents/guardians regarding student behavior
11. Collaborate with the school counselor and personnel to create and maintain research-based behavioral interventions and educate faculty and staff in those interventions
12. Manage the documentation of student behavior using WVEIS on the WEB (WOW)
13. Attend appropriate meetings regarding student growth and success (IEP, SAT, 504, parent meetings, expulsion hearings, etc)
14. Assist in the maintenance of the crisis management plan and school safety requirements
15. Use multiple resources to identify at-risk students and communicate with appropriate parties
16. Ensure at-risk students are provided proper supports to be successful
17. Monitor at-risk students and communicate effectively with student support teams to ensure progress towards goals
18. Compile, analyze, and share student discipline data regularly, and use that data to guide decision-making
19. Oversee development and implementation of a school-wide Positive Behavior Support System
20. As the school Activities Coordinator: oversee/manage all extracurricular programs through oversight of all club/class sponsors, program directors, etc. as assigned—including oversight of events, trips, fundraisers, etc.
21. Oversee development and implementation of a comprehensive advisor/advisee program
22. Other duties as assigned by supervisor

**Athletic Director****Reports to:** Principal

**Supervises:** Athletic Coaches, Athletic Coordinators and Volunteer Support Personnel

**Evaluates:** Athletic Coaches according to WVDE Policy 5310, if appropriate credentials are held.

**Job Goal:** The Athletic Director will coordinate the athletic extracurricular programs, oversee activities, and act as a liaison among the principal, coaches, student athletes, WVSSAC, and the community.

**Responsibilities:**

1. Organization and administration of the overall athletic programs
2. Coordination of the operation of all athletic contests to include but not limited to: Scheduling Practices, transportation, volunteer support personnel (ticket takers, clock operators, announcers, chain crew, gate keepers, etc.)
3. Secure game officials and Security
4. Schedule routine maintenance and repairs of facilities, recommend improvements and arrange for facilities to be properly prepared for events
5. Preparing the athletic schedule in cooperation with principal and coaching staff
6. Preparation and administration of the athletic budget and bookkeeping (in cooperation with clerical staff)
7. Requisition of all athletic supplies and equipment

8. Supervision of ticket sales and fund raising activities of the athletic program and the proper handling of funds
9. Administration of the physical and academic requirements of eligibility for participation in each sport and verification of the eligibility of each athlete
10. Supervision of all coaching staff in cooperation with school administration
11. Advise administration on advertising vacant coaching positions and make recommendations of hiring staff to school principal
12. Oversight of coaching staff to ensure the proper practice schedules and safety procedures are developed and maintained
13. Supervision to ensure all state, county, and school laws, policies, practices and rules are followed
14. Foster positive school and community relations by keeping school administration and community aware and responsive to the athletic programs
15. In cooperation with school principal: plan, coordinate and maintain the school master schedule for scheduling student activities and the use of school facilities
16. Serve as school liaison to and attend booster club meetings and activities
17. Meet on a regular basis with the school principal
18. Attend and supervise home contests and events in cooperation with athletic coordinators and school administration
19. Attend select away contests for supervising purposes as determined by school principal
20. Coordinate and disseminate information when events are canceled or postponed to athletes, coaches, opponents, transportation, officials, security, support personnel and media
21. Organize, administer and supervise sectional, regional and playoff contest as assigned by the WVSSAC.
22. Administer and file all required WVSSAC paperwork
23. Administer all operational procedures and duties of league membership
24. Organize and coordinate all special events, physicals and banquets with cooperation from school principal and coaching staff
25. Prepare rosters, schedule cards, schedule posters, athletic program, etc.
26. Keep an active master list of all athletic coaches and volunteer assistant coaches
27. Collaborate with school administration and the Dept. of Human Resources as it relates to athletic personnel matters
28. All other duties relating to the athletic programs as assigned by supervisor