



Job Description

TITLE: Assistant Dean of Students

REPORTING TO: Dean of Students

STATUS: Non-Exempt

EMPLOYEE CLASSIFICATION: 12 months, full-time

SUMMARY: Under the direction of the Dean of Students the Assistant Dean of Students will perform varied administrative assistant duties as related to accurate record keeping of daily student attendance and discipline; will plan, coordinate and organize office activities and coordinate flow of communications for the Student Services office.

ESSENTIAL FUNCTIONS:

- Performs all administrative duties as required by the Dean of Students, including answering phone, preparing correspondence, and filing.
- Performs daily attendance duties including period-by-period monitoring of attendance submission, documenting verified absences, adjusting absence codes as necessary, and issuing late-admit and early-release slips.
- Prepares and maintains master attendance lists, reports, and records as required by the school administration.
- Receives telephone calls and records/files pertinent information from such calls regarding students who are absent or who are involved in disciplinary misconduct.
- Provides ongoing, updated input to the Dean of Students regarding student attendance problems and discipline problems (including detention) and refers questions regarding the interpretation of school policy to the Dean of Students.
- Organizes and maintains all attendance files including the filing of absence/tardy notes received from parents/guardians.
- Processes student identification cards and new faculty/staff identification cards.
- Assists with student locker issues including assignment and maintenance.
- Assists the administration by referring students who have violated school attendance policies.
- Produces weekly attendance reports using Aeries and contacts parents when students reach an excessive number of absences and/or tardies.
- Maintains a call log of telephone conversations as necessary.
- Issues detentions deemed necessary and consistent with Servite High School discipline procedures.
- Supervises students during break, lunch, and when instructed by supervisors.
- Supervises 4-hour Saturday Detention as assigned.
- Supervises after school detention as assigned.
- Receives visitors, including administrators, staff, parents, and the public and provides information or directs to appropriate personnel; provides detailed and technical information concerning policies and procedures where judgment, knowledge, and interpretation of procedures and regulations are required.
- Communicates with parents; initiates phone calls to receive and transmit information; resolves issues as appropriate; refers difficult situations to supervisor.
- Receives screens and routes telephone calls; takes and relays messages as appropriate; serves as a resource to others concerning policies and procedures.

- Operates a variety of office equipment including a copier, fax machine, and camera; operates a computer, assigned software, and peripheral equipment to record information and generate lists, reports, and other materials.
- Assists administrators by performing research and special projects as requested.
- Attends and participates in a variety of in-service trainings and meetings.
- Performs related duties as assigned.
- Observes all safety and other work rules.
- Such other duties as may be assigned from time to time.

ADDITIONAL ESSENTIAL FUNCTIONS:

- Ability to work independently with minimal or no supervision.
- Ability to communicate effectively with Servite community and coworkers.
- Ability to work cooperatively with others.
- Ability to accept direction and constructive criticism.
- Ability to complete tasks in a timely manner.
- Ability to effectively multitask and manage multiple projects.
- Ability to maintain consistent attendance and punctuality.

QUALIFICATIONS. To successfully perform this job, 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.

KNOWLEDGE OF:

- Telephone techniques and etiquette
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills
- Operation of a computer and assigned software
- Business letter and report writing

EDUCATION AND EXPERIENCE:

- Required: Degree from an accredited college or University
- Required: Experience working in a school setting or working with youth.
- Preferred: Experience working with Aeries Student Information System

PHYSICAL DEMANDS. While performing this job, the employee is regularly required to stand continuously for up to four hours, lift 25 lbs., sit for prolonged periods of time, and walk around the campus several times a day. The employee is required to use a computer for prolonged periods of time.

REASONABLE ACCOMMODATIONS. The School will provide reasonable accommodations to qualified individuals with a disability to enable them to perform the essential functions of this job.

Hourly Range: \$22-\$25/Hour