

**SECTION 211B ASSOCIATE DEAN OF STUDENTS**

The Associate Dean of Students shall:

1. Meet the certification standards as a public school administrator as outlined from the Wisconsin Department of Public Instruction.
2. Be able, as a member of the management team, to work effectively and objectively with students, parents, teachers, and all public agencies in representing the school district and furthering the goals of education.
3. Assist and be directly responsible to the assigned school's principal.
4. Be assigned duties that may include:
  - a. Operation of the assigned school in the event of the principal's absence.
  - b. Supervision of all in-school suspension and school detentions
  - c. Supervision of the school's student discipline, including the discussions with the principal regarding the chronic offender and the course of action to be taken.
  - d. Supervision of the school's student activities during the school day and after school hours.
  - e. Planning, both long and short range, for the improvement of the school's educational program.
  - f. Refer students who are having problems at school and desire some assistance to the guidance department or other supportive services.
  - g. Making necessary home visits.
  - h. Handle discipline problems referred by teachers, aides, parents or bus drivers.
  - i. Perform such other tasks and assume such other responsibilities as may, from time to time, be assigned.

1st Reading - October 13, 1997  
2nd Reading - October 27, 1997  
Approved - October 27, 1997  
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