

**DEAN
BEN DAVIS HIGH SCHOOL**

**JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP**

PURPOSE: To fulfill administrative functions at Ben Davis High School with a focus on student discipline and community cooperation.

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the overall administration of the school.
2. Selection of new staff.
3. Maintains attendance-related discipline for grades 10-11-12.
4. Administers minor discipline for grades 10-11-12.
5. Plans, schedules, and supervises fire and severe weather drills.
6. Supervises and evaluates extra-curricular activities.
7. Serves with parent, faculty, student, and administrative groups as requested in advancing educational and related activities.
8. Serves as liaison with probation/parole officers.
9. Serves as liaison with the welfare and social security administration.
10. Schedules administrative supervision for arrival, dismissal, and lunch supervision.
11. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised July 2016