



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

Page 1 of 2

**POSITION:** Dean of Students and Student Life

### **QUALIFICATIONS:**

- A Master's Degree from an accredited college or university
- Holds a New Jersey Teacher Certification
- Holds either New Jersey Supervisory or Principal Certification
- A minimum of five years teaching experience

**PRIMARY FUNCTION:** Assists the principal in the supervision and coordination of all student activities and student discipline. Has supervisory and evaluative responsibilities for the high school counseling department.

**REPORTS TO:** High School Principal

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- A. Assists in the development, coordination, implementation, and evaluation of all student activities.
- B. Works closely with, coordinates, and supervises all extracurricular activity advisors and the programs they develop and run with their students
- C. Supervises and evaluates the counseling department.
- D. Working with the principal, will help maintain an effective student centered learning climate in the school
- E. Maintains high standards of student conduct. Is responsible for teacher and attendance officer referrals. Enforces discipline as necessary, according to due process and the rights of students
- F. Assists in maintaining the health, safety, and welfare of students and staff. Establishes procedures for the security and accountability of all school facilities, property and equipment



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

**Page 2 of 2**

- G. Assists the principal in providing administrative supervision at school sponsored activities by attending athletic competitions, co-curricular activities, and special events
- H. Assists in instructional supervision and in the evaluation of the high school staff
- I. Establishes and maintains favorable relationships with parents, local community groups and individuals to foster understanding, and solicits support for and participation in overall school objectives and programs
- J. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field
- K. Shall perform any other duties as assigned by the principal or superintendent of schools

**TERMS OF EMPLOYMENT:** Twelve-month position; salary, benefits, and work year established by the Board of Education

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

BOE Approval Date:

BOE Review Date: