

SUPPLEMENT PERFORMANCE RESPONSIBILITIES

TITLE: Student Services Worker (Dean), Secondary

QUALIFICATIONS:

- Valid Florida Educator's Certificate
- Demonstrated ability in classroom management.
- Demonstrated ability to relate well to parents, students and staff

REPORTS TO: Principal

SUPERVISES: May supervise the daily duties of the secretary assigned to the dean(s).

JOB GOAL: To assist the school administration in the implementation of a comprehensive student service program.

PERFORMANCE RESPONSIBILITIES:

- Responsible for general discipline of students.
- Attend and supervise school-sponsored night activities.
- Supervise the lunchroom cooperatively with the assistant principal.
- Hold teacher/student/parent conferences.
- Hold teacher/student/parent conferences in conjunction with guidance department
- Establish procedures for informing parents on discipline referrals.
- Coordinate the student attendance check procedure, including writing student admits and checking student in and out of school through the dean's secretary or clerk.
- Coordinate the control of lockers and locks.
- Coordinate prescribed evacuation drills.
- Additional duties as assigned by administration.

TERMS OF EMPLOYMENT: Annual Appointment by Principal

EVALUATION: Principal

Approved by: _____ Date: _____
(Principal)

Reviewed and agreed to by: _____ Date: _____
(PRINT – Employee's Name)

Reviewed and agreed to by: _____ Emp. ID #: _____
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**

Form Number: PER 213.001
New Date: 5/19/14