

Forsyth School is looking for a Dean of Students/Activities Director for the 2023-2024 school year. This position would include the junior high and high school. The candidate could be elementary or secondary certified.

Reports To: Principal & Superintendent

Basic Functions:

Under the direction of the Principal, the Dean of Students/Head Activities Director (7-12) serves as an instructional leader in the planning, coordination, and administration of school activities and programs, student conduct and attendance, athletics and extracurricular programs, school plant operations, and the supervision and evaluation of assigned personnel. (Coaches, paraprofessionals, custodial)

DUTIES AND RESPONSIBILITIES:

- Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students.
- Performs a variety of administrative duties to assist the principal in managing the school; assumes the duties of the Principal in the absence of the Principal and as assigned.
- Supervises and evaluates the performance of coaches and sponsors; assigns duties to faculty and staff as appropriate to meet student needs; assists with recruiting, interviewing, and selection of new faculty and staff.
- Develops and administers disciplinary procedures in accordance with district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints, serves on discipline or expulsion panels as assigned.
- Supervises students on campus before and after school; monitors students during lunch, breaks, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines.
- Monitors and organizes attendance functions, prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts.
- Provides direction for student programs and services, provides recommendations and suggestions for improvement as appropriate.
- Participates as needed in Individual Educational Plan meetings.
- Liaison to the after school program in collaboration with school staff and/or personnel from outside agencies.
- Liaison to student government, extracurricular activities, the student athletics program, and other competitive or performance programs and events. Supervises activities, including evening activities, as assigned.
- Participates in interviewing, selecting, hiring, and supervising personnel involved with a variety of student activities.
- Attends meetings of parent and other groups; provides supervision for afternoon and evening activities.
- Works with the Principal to establish a safe and secure learning environment for students, Develops plans for emergency situations in collaboration with other administrators, staff, and public safety agencies; plans and debriefs emergency drills, updates the school safety plan.
- Prepares and maintains a variety of district, county, state, and federal records and reports; directs preparation of records and reports by staff.

- Participates in administrative meetings and training to improve administrative skills; maintains current knowledge of the district's adopted curriculum.
- Performs other duties as assigned.
- Evaluates coaching personnel and makes recommendations for all extra and co curricular activities.

DESIRABLE QUALIFICATIONS:

- Energetic and positive approach to responsibilities.
- Drive to attain results; proven experience and effectiveness in improving student achievement in classroom, activities, athletics, and school.
- Has a positive attitude, demonstrates compassion.
- Self-motivated; able to accept criticism and grow as a result.
- Strong communication and organizational skills.
- Valid Montana Drivers' license and ability to drive a car to perform job requirements.
- Master's Degree in Educational Leadership or Athletic Administration (*for evaluation purposes*).

EDUCATION AND EXPERIENCE

- Applicants must hold a Class 1 or 2 Montana Teaching Certificate
- Minimum of three years of classroom teaching experience