AMITYVILLE UNION FREE SCHOOL DISTRICT
150 Park Ave.
Amityville NY 11701
Human Resources

(631) 565-6056
DATE: November 10, 2022

MEMO TO: All District Personnel

FROM: Dr. Bridgette Waite
Director of Human Resources

SUBJECT: 2022 – 2023 Immediate Opening - Probationary Appointment –
Dean of Students – Amityville Memorial High School
(Reports to Building Principal) – Bilingual Preferred – NYS Certification SBL

DESCRIPTION:
The Dean of Students will work with the building principal to instill a climate that is conducive to student learning emphasizing mutual respect and safety. Her/His efforts will be devoted to reducing the chronic absenteeism at the secondary level and improving academic success for all students.

- Assists principal with the overall administration
- Supervises and evaluates teachers, specialists, and support staff as assigned by principal.
- Enforces and reinforces student conduct consistent with building and District policies, as well as State statutes.
- Understands and applies due process in a considerate and dignified manner.
- Assists students in resolving interpersonal problems and conflicts to facilitate student success.
- Promotes high expectations; demonstrates a caring attitude; and establishes an environment that supports high achievement for students.
- Resolves student behavior concerns in a timely manner and maintains records of disciplinary or referral actions taken.
- Compiles, analyzes, and shares student discipline data regularly and uses that data to make decisions and provides input to the school’s teams.
- Coordinates efforts with guidance, police officer(s), school psychologist, and/or social workers in meeting with students and parents to improve attendance, student behavior and academic success.
- Assists in the development of academic plans for students in order to aid in their progress.
- Represents the building at Superintendent’s Hearings when assigned.
- Conducts suspension, re-entry meetings and quarterly review meetings for suspended students.
- Collaborates with attendance teacher to formulate strategies to ensure students attend school regularly.
- Creates and maintains active relationships with parents, families and students.
- Serves as a resource to staff regarding student management issues.
- Assists in developing and administering practices dealing with campus control and security.
- Supervises extracurricular activities.
- Assumes responsibility when all administrators are out of the building.
- Performs other tasks and assumes responsibilities within the overall scope of the position which the principal may assign.

SALARY: AAA Contract rate
APPLICATION: Please send letter of application to:
www.olasjobs.org/longisland

We encourage all ethnically and culturally diverse educators to apply.

PLEASE RESPOND BY NOVEMBER 20, 2022
Affirmative Action/Equal Opportunity Employer