NOTICE OF VACANCY
Lakeview Public Schools
27575 Harper Avenue, St. Clair Shores, Michigan 48081
Ph: (586) 445-4000 Fax: (586) 445-4029

TO: Qualified Interested Persons—Internal and External

DATE: February 18, 2020

RE: Administrative Job Vacancy Posting

The following position is available for the 2019-20 School Year:

Elementary School Dean of Students
(Princeton Elementary / Harmon Elementary)

SUMMARY:
Responsible for providing assistance to the Principal in the administration of the total school program, particularly those programs associated with the Cognitive and Autistic Impaired children. This position will split time between Harmon Elementary School and Princeton Elementary School, as well as assist the Director of Student Services with related special education supervision duties (preferred).

ESSENTIAL DUTIES AND RESPONSIBILITIES (Duties expected but not limited to…)
➢ Serve as administrative head of the school in the absence of the principal
➢ Administer a program of student discipline and attendance to encourage positive performance
➢ Act as district representative with certain IEP conference (supervise and oversee)
➢ Assist in managing building staff, including class schedules and solving problems with students
➢ Supervise attendance of staff and assignment of substitutes
➢ Assist in coordinate building safety drills (tornado, fire, bus, etc.) and operational plans
➢ Collect, analyze and interpret various student and staff data and use it to make informed decisions
➢ Act as a liaison with various external agencies, e.g. truancy, courts, police, social services, etc.
➢ Assist in supervision and direction of teachers, paraprofessional and custodial staff
➢ Assist in supervising the lunch program and workers, as needed
➢ Attend IEPC meetings for specific caseload of special education students
➢ Provide general supervision of students; supervise extra-curricular activities, as needed
➢ Assist in scheduling and supervising assemblies and special events during the school day
➢ Assist in scheduling and supervising student activities, both during and after the school day
➢ Oversee student drop off and other transportation related issues
➢ Develop a positive school climate with high expectations for self, students and staff
➢ Assist in the publication of the school newsletter, and prepare releases for the school website
➢ Assist in engaging the parents and community in school activities

ADDITIONAL ESSENTIAL SKILLS
➢ Develop and deliver presentations to parent or staff groups utilizing data and presentation tools
➢ Demonstrate knowledge of child development and diverse student populations, and apply that knowledge in the school setting, particularly as it relates to special education students and parents
➢ Demonstrate the ability to utilize Microsoft Office suite of tools (Word, Excel, Power Point, etc.)
➢ Demonstrate experience and knowledge of leading small group meetings of staff and students
SUPERVISORY RESPONSIBILITIES:
Assist in supervision of all employees in the Princeton Elementary or Harmon Elementary, with guidance of the Principal and Director of Student Services; act on behalf of the principal in his absence. Assist in supervising the various paraprofessionals, lunch and crossing assistant, and latchkey staff.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Bachelor’s Degree required in human services field (education, social work, counseling, etc.); Master’s Degree, preferred. A minimum of three years of progressively more responsible professional work experience preferred (such as teaching, social work, etc.). Certification and credentials demonstrating ability to be certified as a Supervisor of Special Education, preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid Teaching Certificate preferred, Administrative certification preferred, Special Education Supervisor preferred, and/or other similar credential (social work, counseling, etc.)

SALARY:  In accordance with the Lakeview Principals Association Agreement
(Approximately $66,000 - $87,000 depending on degree and experience; Plus Excellent Fringe Benefits)

WORK YEAR:  Approximately 198 Days (per Lakeview Principals Association Agreement)

STARTING DATE:  April 20, 2020

DEADLINE FOR APPLICATION:  3:00 P.M. – Friday, March 13, 2020 (or until filled)

ACCEPTING ONLINE APPLICATIONS ONLY
Please submit your online application through the District website, www.lakeviewpublicschools.org and include a cover letter, resume, letters of reference, transcripts and other support materials no later than 3:00 pm, March 13, 2020.

Ms. Tracy VanPeeren, Deputy Superintendent
Lakeview Public Schools
27575 Harper
St. Clair Shores, MI 48081

https://www.lakeviewpublicschools.org

Nondiscrimination and Access to Equal Education Opportunity
It is the policy of the Board that no student in this District shall, on the basis of race, color, religion, national origin or ancestry, age, gender, marital status, sexual orientation, disability, height, weight, and/or other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination in its programs and/or activities. Any person believing they have been discriminated against may bring a complaint to the local civil rights coordinator: Deputy Superintendent of Human Resources, St. Clair Shores, MI 48081, 586-445-4000 x2503.