

**DEAN'S ASSISTANT-SCHOOLWIDE
BEN DAVIS HIGH SCHOOL**

**JOB DESCRIPTION
METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP**

PURPOSE: To provide support to the Dean in the areas of student discipline and compliance.

PERFORMANCE RESPONSIBILITIES:

1. Operates the Pocketracker mobile tardy system every period to track student tardies. Issues tardy passes from the Pocketracker mobile tardy system to students as needed.
2. Provide supervision of students during lunches as assigned.
3. Supervises hallways during every passing period.
4. Monitors hallways during class time escorting students who are out of area to the Dean's office as needed.
5. Escorts nonviolent students to the Dean's office per administrator request.
6. Builds rapport with the students to encourage and develop an environment supportive of appropriate school behaviors.
7. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: