



North Muskegon Public Schools

Internal/External Job Posting

May 24, 2023

DK-12 Dean of Students

North Muskegon Public Schools is requesting applications for the position of Dean of Students. This position will begin for the 2023/24 school year and is not a part of a collective bargaining unit.

The successful candidate's responsibilities include but are not limited to:

- ❖ Work with and support the Administrative Team
- ❖ Support principals and staff in maintaining a positive learning/working climate in all buildings
- ❖ Student supervision throughout the day: drop-off, pick-up, lunches, passing time, etc.
- ❖ Oversight of student attendance procedures
- ❖ Support principals with PBIS and student needs
- ❖ Supervise cafeteria and playground staff
- ❖ Support the Athletic Department
- ❖ Coordinate Summer Learning Program
- ❖ Assist with the oversight and coordination of all standardized testing in the district
- ❖ Assist parents in understanding student behavior expectations
- ❖ Support the administrative team and staff to develop and implement instructional strategies that will lead to academic success for all students
- ❖ Attend professional development to implement new strategies in support of MTSS
- ❖ Complete other duties in support of district goals as assigned by the Superintendent

Desired Qualifications:

- ❖ Possess or actively pursuing a Master's Degree in Educational Leadership, Curriculum and/or equivalent field
- ❖ Demonstrated successful experience in disciplinary practices
- ❖ Demonstrated successful experience in classroom teaching
- ❖ A desire to make a positive impact on student and staff lives
- ❖ A desire and ability to learn and lead new initiatives
- ❖ A desire and ability to support district initiatives related to behavior, student wellness checks, school climate, coordinate suicide prevention initiatives with the clinicians, student supervision, and physical health initiatives

Salary:

\$60,000 and Benefits package to successful candidate

To Apply:

Please send your resume, three letters of reference and a video introduction of yourself to:

Dr. Curt Babcock,
Superintendent North
Muskegon Public Schools
1600 Mills Avenue
North Muskegon, MI 49445

Email: khall@nmpps.net

Deadline for application: Wednesday, June 7, 2023 at 12 pm

Non-Discrimination Policy

It is the policy of North Muskegon Public Schools that no person shall, on the basis of race, color, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during any program or activity or in employment.