



OAK PARK and  
RIVER FOREST  
HIGH SCHOOL

## NOTICE OF VACANCY

**May 19, 2023**

**The following ADMINISTRATION position is available.**

**DEPT/PROGRAM:** Student Services

**POSITION:** Dean of Students - **Job ID #2549**

**SUPERVISOR:** Director of Student Services or designee

**QUALIFICATIONS:** See job description below.

**TERMS AND CONDITIONS:** Full-time, 11-months. Includes full benefits package.

**FLSA STATUS:** Exempt

**SALARY:** \$107,000-\$120,000 depending on qualifications and experience. Full benefits package including medical, dental, life, and retirement plan.

**APPLICATION:** To apply, please visit our employment website:  
<https://www.oprfhs.org/about/employment-opportunities>

**DEADLINE:** **11:59 P.M., Friday, June 2, 2023.**



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## Job Description

<b>Job Title:</b>	Dean of Students
<b>Reports to:</b>	Director of Student Services or designee
<b>Terms and Conditions:</b>	Full-time, 11-months. Includes full benefits package.
<b>FLSA Status:</b>	Exempt
<b>Salary:</b>	\$107,000-\$120,000 depending on qualifications and experience. Full benefits package including medical, dental, life, and retirement plan.

Please, no phone calls. Applications and all supplemental materials are only accepted through the [District's online application system](#). Any application materials provided outside this system will not be acknowledged. The respective hiring manager will review candidates once the job posting closes. If selected to move forward, you will be contacted by phone or email. After reviewing the job posting, if you have any questions, please send an email to [hr@oprfs.org](mailto:hr@oprfs.org).

### **OPRF – WHO WE ARE...**

**Oak Park and River Forest High School, or OPRF**, is a comprehensive public high school located in Oak Park, Ill., a suburb eight miles due west of downtown Chicago. We are a one-school district, with the majority of our students coming from two sender districts, River Forest Public Schools District 90 and Oak Park Elementary School District 97. We offer more than 200 courses, a variety of programs for students with special needs, 75 clubs and activities, and 29 competitive sports. We prepare our students well for post-secondary success, with an average ACT composite score of 24 and a 94% graduation rate.

Oak Park and River Forest are communities that highly value diversity. OPRF is a founding member of the national Minority Student Achievement Network, and our school is racially and economically diverse, with about 44% of our 3,300 students identifying as African-American, Hispanic, multiracial, or Asian. Our villages have long embraced the LGBTQ community, and we have a significant mix of homeowners and renters.

We seek faculty and staff who have high expectations for **all** students, and who value student voice in education. As a school, we are particularly focused on closing opportunity gaps for our students of color.

OPRF is an equal opportunity employer that provides **equal employment opportunities** to all without regard to race, color, religion, sex, national origin, age, disability or genetics. **OPRF's goal is to increase its representation of people of color.**

### **Background:**

Oak Park and River Forest High School District 200 is a progressive district that is focused not only on our tradition of excellence but our future. The District prides itself in offering our students a comprehensive 9-12 college and career readiness curriculum and a rich arts education program. Our students are curious, creative, and they come ready to learn. More than 90 percent of our students go on to college.



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Oak Park and River Forest High School District 200 believes that we can “become an ever-improving model of equity and excellence that will enable all students to achieve their full potential.” We can accomplish this through dedicated teachers, staff, and administration who build relationships with students and have high expectations for themselves and their students. We believe in planning for and providing the academic and developmental support students need to meet those expectations. We further believe that every student can learn through exposure to academically challenging content, feedback during learning, and the educator’s knowledge and skill.

Oak Park and River Forest High School District 200 is a great place for those who are interested in an environment that supports creativity, leadership at all levels, innovation, a focus on professional and curriculum development, and the best practices of instruction. We are currently seeking individuals to join our team where we enable all students to achieve their full potential every day.

### **Position Summary:**

The Dean of Students leads the school’s efforts to create a positive, structured, and welcoming school culture. The Dean of Students reports directly to the Assistant Principal of Operations, who provides guidance and direction and supervises the implementation of the Behavior Education Plan. As a member of the Pupil Support Services team, the Dean of Students serves as a contact for parents and guardians. A successful Dean of Students is passionate about supporting students, adapts to changes and cultivates productive relationships with all members of the school community, including faculty, students and families.

### **Position Responsibilities:**

1. Investigate, develop, and implement procedures for a schoolwide restorative practices model to promote a non-punitive approach to student discipline.
2. Provide resources and consultation for teachers around Restorative Practices.
3. Conduct thorough investigations of student misconduct including gathering evidence, interviewing the involved parties, reviewing school camera footage, arriving at a resolution based on findings.
4. Participate in student discipline hearings.
5. Work as a collaborative team member with Deans, staff, parents and community resource agencies.
6. Provide support for year-round school programming.
7. Maintain student discipline in the building, on the school grounds, at school events, and on buses to ensure a safe educational environment.
8. Ensure compliance with the mandatory attendance law and develop positive student attendance patterns by supervising daily attendance, contacting parents, and by monitoring the procedures of the attendance office.
9. Provide administrative leadership across the assigned PSS team. Ensure behavior support plans are developed to support students who have behavior concerns in need of modification, then monitored, and updated as needed and take initiative to implement attendance policy communications.
10. Participate in regular professional development to stay abreast of school law that governs discipline practices while also suggesting/facilitating relevant PD for growing staff on current practices.
11. Communicate regularly with parents and others in the community to develop and maintain a positive school-community relationship.



12. Submit written reports in a timely manner.
13. Consistently monitor and use discipline data to inform decisions and next steps.
14. Maintain behavioral logs for each student on caseload.
15. Participate in supervision of co-curricular activities with Safety and Support Staff.
16. Provide feedback and recommendations to the school scheduler regarding supervisory assignments.
17. Review and establish school policy and objectives with the administrative team to facilitate effective school management.
18. Provide evening administrative support one day per week to ensure student safety and manage disciplinary responses timely.
19. Available and responsive to contact needed after school hours regarding safety issues.
20. Perform other duties as assigned.

**Qualifications:**

1. Valid Illinois Professional Educator License with General Administrative or Principal Endorsement (K-12).
2. Master's Degree in Education.
3. ISBE-issued teacher evaluator designation.
4. Demonstrated leadership and scholarship, and successful teaching at the high school level.
5. Extensive knowledge of school law pertaining to discipline, attendance, instructional and administrative theory.
6. Strong interpersonal and communication skills in order to meet all of the needs of organizing and directing a complex institution.
7. Experience with positively implementing restorative practices in a high school setting.
8. Strong organizational skills to maintain and improve a complex organization.
9. Experience or demonstrated ability to manage and direct other certified and non-certified staff.

**Physical Skills and Demands:**

Physical and visual demands of the position are consistent with standard office conditions. No non-standard lifting or visual acuity expected.

**Environmental Conditions:**

Office building, fieldhouse, gymnasium, auditorium, cafeterias, computer labs, and athletic fields are the standard environmental conditions.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Employees are expected to perform other related functions as assigned. Duties, responsibilities, and activities may change at any time with or without notice.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Oak Park & River Forest High School District 200 (OPRF) is an Equal Opportunity Employer.



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**This position description should not be considered to contain every function/responsibility that an individual may be asked to perform by their supervisor. Employees are expected to perform other related functions as assigned.**