



Board Agenda Item #	IV E- Action Item
Date:	03/05/2020
To:	Magnolia Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	John Terzi Principal of MSA 6, Musa Avsar- Principal of MSA 4
RE:	Approval of additional Dean of Student Position for MSA 4 and MSA 6

### **Proposed Board Motion**

I move that the board approves the addition of Dean of Student position at MSA 4 and MSA 6 for remainder of 2019-20 school year.

### **Background**

Our current discipline coordinator has informed us that he will resign from his position as of March 13, 2020. We need to hire a Dean of Students to fill the vacant position. This position was not included in the board approved budget for the current fiscal year.

Dean of Student will perform the following duties and responsibilities:

- Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students.
- Performs a variety of administrative duties to assist the Principal in managing the school; assumes the duties of the Principal in the absence of the Principal and as assigned. Supervises and evaluates the performance of designated certificated and/or classified personnel; assigns duties to faculty and staff as appropriate to meet school objectives; assists with the recruiting, interviewing, and selection of new faculty and staff.
- Develops and administers disciplinary procedures in accordance with district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints; serves on discipline or expulsion panels as assigned.
- Supervises students on campus before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines.

- Provides direction to a variety of faculty, staff, and student programs and services; participates in formal and informal classroom visitations and observations; provides recommendations and suggestions for improvement as appropriate.

**Budget Implications**

No budget impact. The new position will be funded out of the budgeted amount for the Discipline Coordinator which will not be filled this fiscal year.