

June 30, 2026

EDUCATIONAL INTERNSHIP POSTING

The following position is available with the Hartland Consolidated Schools. Qualified HEA members may bid on this position. Outlined below is basic information regarding the position.

POSITION: **DEAN OF STUDENTS**

QUALIFICATIONS:

1. VALID MICHIGAN TEACHING CERTIFICATION
2. MASTER'S DEGREE IN ADMINISTRATION AND SUPERVISION OR ADMINISTRATIVE CERTIFICATE PREFERRED
3. ANY ALTERNATIVES IN QUALIFICATIONS AS DEEMED APPROPRIATE BY THE BOARD OF EDUCATION AND SUPERINTENDENT

RESPONSIBILITIES: See attached job description

WORK SCHEDULE: Administrative Calendar – August 1, 2026 through June 15, 2027

SALARY: Your salary on the Teacher Salary Schedule

APPLY BY: Accepting applications through July 10, 2026

Interested HEA members who are qualified, please email letter of interest to:

Kate Gregory, Assistant Superintendent of Personnel and Student Services
Email: kategregory@hartlandschools.us

DEANOFSTUDENTS-HEA- 2026-27-pst

It is the policy of Hartland Consolidated Schools that no person shall, on the basis of race, color, national origin, gender (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information or any other legally protected category, (collectively, "protected classes"), be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.

Dean/Assistant Athletic Director Job Description (HEA Teacher Contract)

The Dean/Assistant AD will serve under and support of the District Principals and the Athletic Director to ensure that HCS student attendance and sporting events run to the highest professional standard. This individual will be required to lead in several tasks including but not limited to: tracking student attendance, truancy intervention, event staff management, game day procedures, and facilities supervision.

Educational Background:

- Possess a bachelor's degree; a master's degree is preferred
- Possess a teacher's certificate or equivalent experience in education
- Possess relevant educational experience in leadership

Salary, Benefits and Calendar:

- Salary, benefits and calendar will be determined by the Hartland Education Association Master Agreement

Duties: District Attendance Monitoring (Truancy) and Assistant Athletic Director

Dean Component

- Chronic Absenteeism- work with building principals regarding student attendance
- Parent Communication- Letter #4
- Track Truancy Cases
- Truancy Liaison with County Truancy Officer
 - Collect school information (Truancy Tracker Document)
 - Complete County Google Form
 - Follow up as needed
- Truancy Liaison with County Mental Health Support
 - Gather needed documents
 - Complete County Form
- Attend County Truancy Meetings

Middle School Athletic Director Component

- Assist in the management of sporting events alongside the High School Athletic Director.
Note: Up to 10 high school athletic events per semester will be assigned by the High School Athletic Director for support in coverage.
- Coordinate and cover all middle school athletic events in collaboration with the middle school administrative team.
 - Schedule events
 - Bussing
 - Officials
- Assist in oversight of coaches
- Enforce rules and regulations within the Secondary Parent/Student Handbook
- Communicate with parents as needed
- Provide a positive atmosphere for all student athletes
- Manage “set up” and “take down” of events

Middle School Athletic Director Component (cont'd)

- Accommodate game day officials
- Supervise students and spectators
- Enforce the spectator code of conduct
- Monitor facilities for security and safety of all in attendance
- Coordinate with custodians and maintenance workers before, during and after events
- Follow HCS critical incident plan in case of any emergencies
- Ensure all money handling procedures are being followed by event staff
- Supervise away competitions as needed
- Participate in MS KLAA meetings

Other Duties

- All other duties as assigned by High School Athletic Director and Superintendent.

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