**Federal Way Education Association and**

**Federal Way Public Schools**

**Joint Memorandum**

TO: Principals

Counselors

Deans

FROM: David Brower, Performance Management Officer

 Shannon McCann, FWEA President

RE:

In accordance with Article X, Section 10.2.B the Federal Way Education Association and Federal Way Public Schools have agreed to issue a joint memorandum to help clarify the scope and limitations of the dean position.

The parties recognize that the role of a dean can provide needed support for student scholars, families, staff, and administration at a school if established and administered within the intent of the collective bargaining agreement, and consistent with Washington State certification requirements.

A dean must have a valid Washington certificate as an Educational Staff Associate (ESA), counselor, school psychologist, school social worker, and/or a teaching certificate, and/or an administrative certificate. Individuals who do not hold a valid Washington Teaching, ESA or Administrative certificate cannot serve as a dean. Deans are covered by the FWEA/FWPS collective bargaining agreement.

The type of certificate that the dean holds determines, to some extent, what the dean may or may not be able to do. For example: A dean with a teaching certificate may assist the principal with student supervision, and discipline, may evaluate classified staff, and may assist with some administrative functions, they may not provide individual or group counseling services, and may not evaluate other certificated staff. Deans with an administrative certificate may assist the principal with student supervision and discipline, may evaluate classified staff, and may assist with some administrative functions, they may not provide individual or group counseling services, and may not evaluate certificated staff. Deans who have an ESA certificate as a counselor, school psychologist, or school social worker may perform all of the functions permitted of deans certified as teachers and administrators, and may also provide individual and group counseling services. Deans, regardless of certification, are not allowed to evaluate, discipline, or direct certificated staff as the dean and other certificated staff are peers in the same collective bargaining agreement.

In accordance with Article 10.2.B, Middle School and High School Deans will receive a supplemental contract of .2 of their base salary as compenstion for added responsibilities and duties. Deans, although assisting with some administrative type functions as a portion of their duties are not considered administrators even though they may hold an administrative certificate.

Questions regarding the scope of dean functions may be directed to Shannon McCann, FWEA President or David Brower, HR Performance Management Officer.

David M Brower Shannon McCann

HR Performance Management Officer FWEA President

C: Contract file

 Superintendent Leadership Team

 Human Resources Staff

 FWEA Rep Council