

**Reports to:** Principal

**Work Year:** Academic

**Job Classification:** Exempt

**Pay Scale:** Administrative

## **JOB SUMMARY**

The Dean of Students, with the support of the Assistant Dean of Students, oversees the conduct, dress, and attendance of students so that student life at the school is consistent with the mission of the school. The Dean provides the education and communication necessary for students, parents, and faculty to understand the school's expectations and the support students need.

## **ESSENTIAL RESPONSIBILITIES & ACCOUNTABILITIES**

- Supports the school in developing and fostering a quality of student life that promotes teaching and learning, outside the classroom, across all campuses
- Supports positive student behavior and dress in the classroom and in the school
- Supervises the Assistant Dean, Administrative Assistant to the Dean, and Attendance Clerk
- Supervises student attendance
- Supervises traffic and parking
- Communicates with parents, students, and teachers regarding expectations
- Coordinates the assignment of and supervises campus prefects including semester period supervision assignments
- Coordinates the assignment of and supervises game and activity prefects
- Supervises major campus events including but not limited to:
  - Home football contests and select away contests
  - School dances
  - Home basketball contests and select away contests
  - Additional athletic contests as needed
- Coordinates parent portion of Freshman Retreat with Core Team
- Oversees the health room program and the coordination of volunteers
- Reviews reports of student misconduct cases that require disciplinary action to ensure recommendations conform to school policies
- Represents school in community on matters pertaining to student personnel program and activities
- Chairs and schedules meetings of the Board of Discipline at the end of every 6 week grading period and emergency meetings when necessary
- Chairs and schedules bi-weekly meetings of the Core Team
- Prepares letters which communicate the policies and procedures of discipline and attendance to parents, students, and faculty members
- Coordinates teacher evaluation of student behavior and to coordinate the gathering of information about students with unsatisfactory behavior
- Reviews and proposes revisions of statements in handbooks about discipline and discipline policies

- Prepares performance reviews and has hire and fire authority
- Member of both the administrative Operational Team and the Leadership Team

## **MINIMUM REQUIREMENTS**

### **Experience and Skills**

- 3+ years successful leadership and management of student affairs, programs and activities at a high school with increasing levels of responsibility preferred
- Demonstrated ability to develop and maintain effective working relationships with students, faculty, staff, and the community

### **Educational Requirements**

- Bachelor degree, demonstrated experience at a department manager or higher level within an educational setting

### **Behavioral Job Attributes**

- Must support the Catholic, Holy Cross mission and philosophy of the school
- Exercise judgment within defined procedures and practices to determine appropriate action
- Self-starter who is driven to learn and constantly seeks ways to improve professional skills, modernize internal systems and implement best practices
- Team-player who is willing to collaborate and support colleagues when needed
- Ability to work with enthusiasm and pride as a members of the greater Saint Francis, Holy Cross Community
- Act as role model to students and peers, always imparting good citizenship, kindness, friendliness, and helpfulness in a Christian way
- Show respect and service orientation towards all members of the immediate and extended communities

### **Physical Requirements**

- Must be able to operate a keyboard and mouse
- Must be able to use a telephone head or handset
- Work requires visual acuity
- Must be able to focus on highly detailed tasks for long periods of time
- Must be able to sit for extended periods of time
- Must be able to lift 50-75 lbs. in confined spaces

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

*Saint Francis High School is an Equal Opportunity Employer.*