

## **Dean of Student Life**

The primary responsibility of the Dean of Student Life at St Joseph High School is to ensure that our students incorporate into their education the virtues and values that undergird our school's motto: Privilege and Responsibility. The Dean of Student Life will be a practicing Catholic who is familiar with and an adherent of the gospel values that structure our Catholic, college preparatory mission.

The Dean of Student Life is an advocate for students, fostering a positive, supportive environment built on trust and safety. It is the responsibility of the Dean to see that student policies are reflective of the school's mission and work to enhance individual character development.

The Dean of Student Life is a member of the administrative Leadership Team, reports to the Principal, and assists in the day to day operation of the school. The Dean works collegially with the Vice-Principal for Academics, the Vice-Principal of Athletics, Campus Ministry, Guidance, Admission, Facilities, and Finance. The Dean is assisted by the Attendance Secretary and the Director of Security and coordinates appropriate issues and concerns with the School Nurse and the Social Worker.

By example, the Director encourages Christian leadership, character, social responsibility and respect.

### **Essential Responsibilities**

- knowledge and understanding of the mission, vision and core values of St Joseph High School
- lives these values in interactions with students, parent/guardians, and colleagues
- enjoys preparing young women and men to live with heart, faith and courage in the Catholic tradition
- is an advocate, facilitator, and disciplinarian for students and oversees the quality of life of all students
- works with students, parents, faculty and, at times, outside professionals and neighbors to resolve conflicts
- cultivates a diverse and inclusive community
- demonstrates sound decision-making principles
- administers and evaluates school policies as delineated in the Parent/Student Handbook and the Faculty Handbook
- promotes and participates in professional development opportunities related to student behavior
- maintains strict confidentiality related to students, school families, and alumnae.

### **Administrative Responsibilities-Student Life/Discipline**

- establishes, enforces, and reviews guidelines for student behavior, including dress code and attendance. This includes accurate record keeping and proactively communicating

with faculty, staff, parents, nurse, and others involved with behavioral and attendance issues

- supervises all areas of campus before, during, and after school hours
- supervises traffic during the school day and during special events
- administers supervisory assignments and chaperones for faculty and staff
- works with counselors in identifying emotional, personal, cultural and academic issues
- assists in evaluating academically-related concerns for students at all grade levels
- participates in student intervention meetings
- cooperates with the Vice Principal for Athletics and the Director of Campus Ministry to promote leadership standards
- assists the Director of Admission and Vice Principal of Academics to assure seamless new student orientation
- assists Director of Facilities in supervision of school security and assignments related to school security
- coordinates safety protocols for the school, including emergency response and preparedness training and reviews
- provides updates on behavior and attendance at faculty meetings and professional development days
- is a critical thinker who applies data to encourage positive learning outcomes
- performs other duties as assigned by the Principal.

### **Supervisory Expectations**

- practices strict confidentiality, integrity, balance of perspective, and unity at all times
- is a positive and engaged member of the school community
- demonstrates active listening and strong interpersonal skills in order to create successful, positive, and result driven behavioral outcomes
- demonstrates high emotional intelligence that reflects self-confidence and facilitation techniques toward conflict resolution
- is proactive
- stays current with adolescent research trends and findings
- is technologically proficient.

### **Criteria**

- prefer 3-5 years' experience as a Dean, or relatable administrative experience
- Master's Degree from an accredited institution
- successful completion of a background and drug screen
- proficient in balancing multiple duties and responsibilities
- exceptional organizational skills and attention to detail
- creative problem solving and innovative programming talent
- outstanding leadership and communication skills
- capable of managing a full range of interpersonal interactions with a diverse population of students and staff.