

POSITION DESCRIPTION

Job Title:	Dean of Students	Start Date:	July 1, 2022
Department:	Administration	Last update:	February 2022
Reports To:	Principal		
Status:	X Exempt Non-Exempt	Classification:	11 months
	X FT PT		

POSITION SUMMARY:

Seeking a Dean of Students who is capable of supporting an environment that fosters student growth in a patient, understanding, and compassionate environment. This individual must be able to incorporate skills and techniques consistent with the best practices in the development, administration, and the communication of policies, procedures, and guidelines pertaining to discipline, conduct, and attendance. The Dean of Students assists in the creation of a safe, supportive and effective learning environment through the enforcement of discipline expectations, conducting safety and emergency drills, and supervision of students and student activities. The Dean will track behavioral patterns and report to the Administration and families.

The Dean of Students must know students as individuals to ensure the development and fostering of community connections that enhance the educational experience of each student. The Dean is expected to serve as a role model and actively uphold the school's values of courage, compassion, and scholarship. Individuals with an interest in Diversity, Equity, and Inclusion work are encouraged to apply.

MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic college preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community that values diversity. The Academy is committed to developing women of courage, compassion, and scholarship who responsibly embrace the social, spiritual, and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

PRINCIPAL RESPONSIBILITIES:

- Serves as a member of the Administrative Team.
- Serves as a member of the Academic Council.
- Enforces policies and expectations of student behavior.
- Centers Diversity, Equity, and Inclusion in all aspects of student life.
- Monitor student attendance, tardiness, and disciplinary records and communicate concerns to families and Administration.
- Plans and conducts emergency drills and action plans.
- Leads the design and implementation of the Advisory program in collaboration with the Administration to ensure the social and emotional growth and development while addressing students' needs.
- Manages Student Advisory Boards (Social Justice and Anti-Racism, Health and Wellness and Physical Wellness) and their monthly programming.

- Assists in the scheduling of Daily Chapel activities.
- Oversees the administration of Saturday detentions.
- Assists the Director of Student Activities to oversee and coordinate all co-curricular, extracurricular, and class activities.
- Creates and distributes weekly academic and Advisory calendars.
- Collaborates with Student Council Moderator.
- Serves as liaison to the Fathers and Friends Club.
- Responsive for the planning and execution of student events, including dances and Prom, Ring Ceremony, and graduation practice.
- Other duties as assigned.

JOB REQUIREMENTS:

EDUCATION:

- Minimum of 5 years of teaching experience with progressively responsible roles in a school's life.
- Master's Degree in Administration, Education, or related field is desirable.

EXPERIENCE:

- Teaching experience at the secondary level, preferably in Catholic education.
- Training and experience in Restorative Justice and social-emotional learning preferred.
- Understanding of single-sex education.
- Administrative or supervisory experience is a plus.

SKILLS

- Ability to communicate effectively in speech and writing
- Ability and willingness to plan and organize materials and resources
- Ability to work in partnership with parents, staff, students and the community to provide student-centered learning
- Flexibility in dealing with changing schedules and situations
- Must be comfortable teaching students in an all-girls Catholic School