



JOB DESCRIPTION

Position Title	Dean of Students
FLSA Classification	Exempt
Reports To	Principal
Effective Date	07/01/2022

Position Summary

Responsible for assisting the Principal in the management of the school, faculty, staff and students with major emphasis on general student order, coaching/discipline and enforcing school culture. Support, uphold and model the philosophy of Catholic education and the mission of the school.

Essential Job Functions

Reasonable accommodations may be provided to enable qualified individuals with disabilities to perform these essential functions; duties / responsibilities may change at any time with or without notice.

Policy Enforcement

- Adhere to and enforce school and Diocese policies and procedures (with the students, faculty and staff).
- Assist faculty and staff members in resolving specific discipline problems and developing support strategies to help students.
- Maintain accurate discipline records utilizing PowerSchool.
- Enforce procedures and recordkeeping associated with student attendance utilizing PowerSchool.
- Enforce rules and support the preparation of student and faculty handbooks.
- Serve as a chaperone and directly supervise school-sponsored activities (i.e., concerts, plays, school dances, etc.)
- Provide supervision and overall direction of daily cafeteria and all matters related to student and staff parking.

Administration

- Monitor and notify the Principal and Athletic Director regarding random drug testing events and associated results.
- Assist in scheduling of facilities and extracurricular activities (except for sporting events) using Google Calendar and Eventlink.
- Maintain accurate Google Calendar with school events, extracurricular activities and meetings; share schedule with the school community.
- Coordinate and supervise school-wide fundraising projects (Paragon fundraisers, etc.)
- Work closely with the Assistant Principal of Curriculum and Instruction to support students' needs.

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Safety / Security Enforcement

- Continually read, study and research methods, programs and trends related to student discipline, classroom management, school safety and student substance abuse.
- Develop, revise, implement and facility the Emergency Operating Procedures (crisis manual) per Diocesan and state mandates.
- Oversee all school safety drills according to Diocesan and state mandates (including fire drills, tornado drills, lockdown/active shooter drills, earthquake drills and with consideration for a reunification drill).
- Provide training for faculty and staff members on school safety-related issues on a regular basis (ALICE training, active-shooter training, etc.)
- Work closely with the school liaison officer to address school safety or security related issues.

All Other Duties as Assigned

- Required to work some nights and weekends to support supervision of extracurricular activities.
- Hold monthly meetings as the Chair of the Safety Committee.
- Serve as a role model to demonstrate appropriate behavior to students.

Competencies / Skills

- Excellent verbal and written communication skills.
- Demonstrate professionalism in conduct with students and parents; and maintains confidentiality and effective work habits.
- Proficiency in all RMHS software applications and have the ability to learn other software applications quickly.
- Conflict De-escalation skills and ability to maintain composure and avoiding unnecessary displays of negative emotion.

Qualifying Work Experience

- Minimum 5 years' experience as a licensed educator, preferably secondary education setting.

Required Education and Licensures

- Master's Degree in Building Administration or Education Leadership preferred.
- Hold, be eligible to hold, or be willing to obtain an Indiana Building Level License.
- Clean background check

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Work Environment

- Work is generally performed in an office environment with exposure to computers and office equipment.
- Work requires monitoring students in a variety of locations at different times of the day.

Physical Requirements

- Ability to perform work while sitting at a desk, standing and walking and ability to interface with computers for extended periods of time.
- Ability to walk and ascend and descend stairs in a safe manner.
- Ability to perform lifting, carrying weight up to 35 pounds.
- Fine motor skill dexterity for keyboarding, typing, writing, and filing materials.
- Ability to hear, and to speak clearly and distinctly when communicating and adequate visual acuity to perform duties.

Please send resume and cover letter to cso@evdio.org

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