Holy Name Catholic School

Dean of Students

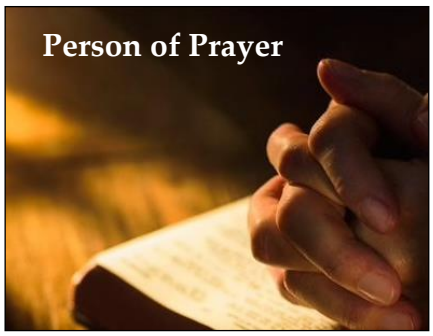
Prepared for the consideration of Holy Name Catholic School Council

HOLY NAME
CATHOLIC SCHOOL

Definition of a Dean

A person with significant authority over a specific aspect of a school.

I am recommending the consideration of a **dean of students.** *It is important that the Dean of Students be seen as a spiritual leader. One who joyfully models the virtues of faith, prudence, temperance, courage, justice and humility. The main role would be to supervise, interact with students and parents to build strong trusting relationships. They would also oversee and support those who supervise students and all aspects of student life in conjunction with the principal.*



A Day in the Life of the Holy Name Catholic School Dean of Students

7:00-7:30 Greet students and families at the door.

7:30- Set up for convocation

7:35- 7:45 - Greet students coming in for convocation

7:45- 8:00 - Participate and assist at convocation

8:00-Give high fives and knuckles with students as they exit convocation

8:00- 8:30 — Morning prayer and meeting with Principal

8:30-10:00 - Tasks/projects assigned by the principal and other responsibilities outlined in the job description

10:00- 12:00 - Lunchroom/recess supervision

12:10-12:40- Lunch Break

12:40- 1:00 - Elementary afternoon recess monitoring

1:00- 2:30 - Meetings with students/parent calls/staff or other tasks projects assigned by the principal/visiting student classrooms and checking in with particular students

2:30- 2:45 - Supervise departure of students

2:45 - 3:30: Brief principal of any events of the day/hold monthly meetings with aides/follow-up parents and finish day with positive phone calls home.

HOLY NAME CATHOLIC SCHOOL

DEAN OF STUDENTS - DRAFT JOB DESCRIPTION #2

BASIC FUNCTIONS:

Under the direction of the Principal, the Holy Name Catholic School Dean of Students, Pre-K-8 would serve as a co-spiritual and instructional leader in the planning, coordination, and administration of school activities and programs. This includes the spiritual formation, curriculum instruction, assessment, student conduct, attendance, athletics, extracurricular programs, school plant operations, and the supervision and evaluation of assigned personnel. The Dean of Students would have a focus and authority over student discipline, support staff and other responsibilities related to the well-being of our student population. This person must be an independent, self motivated individual.

STAFF DUTIES AND RESPONSIBILITIES:

- Performs a variety of administrative duties to assist the Principal in managing the school; assumes the duties of the Principal in the absence of the Principal and as assigned.
- Supervises and evaluates the performance of designated certificated and/or classified personnel; assigns duties to faculty and staff as appropriate to meet school objectives; assists with the recruiting, interviewing, and selection of new faculty and staff.
- Provides direction to a variety of faculty, staff, and student programs and services; participates in formal and informal classroom visitations and observations; provides recommendations and suggestions for improvement as appropriate.
- Supervises and evaluates the aides in the classrooms and recess/lunch duties.
- Assists the principal in the scheduling of lunch/recess monitoring.
- Leads monthly meetings with support staff/aides/lunch/recess monitors to educate, support, communicate and problem solve challenges.
- Works with the Principal to establish a safe and secure learning environment for students. Develops plans for emergency situations in collaboration with staff, and public safety agencies.
- Participates in interviewing, selecting, hiring, and supervising of personnel involved with a variety of student activities. Attends meetings of parent and other groups; occasionally provides supervision for afternoon and evening activities.
- Participates in professional and spiritual development meetings, trainings and retreats to improve administrative skills; maintains knowledge of the schools adopted classical curriculum and to grow spiritually.
- Performs other duties as assigned.

STUDENTS/PARENTAL RELATIONS AND RESPONSIBILITIES:

- Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students.
- Develops and administers disciplinary procedures in accordance with district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints; serves on discipline or expulsion panels as assigned.
- Supervises students on campus before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines.
- Monitors and organizes attendance functions; prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts.
- Participates as needed in Individual Service Plan meetings and student support teams.
- Staff advisor to student council, assists coordinating extracurricular activities, and other events pertaining to students. Supervises activities, including evening activities, as assigned.
- Maintain records of student discipline issues.
- Follow-up with students who are struggling with student relationships or students who who have been teased or bullied.
- Have meetings as needed with small groups of students that are struggling to get along.
- Check-in with parents of students who are struggling emotionally to offer them support.
- Counsel students, offer advice, a listening ear and encouraging word.
- Be a resource for parents to assist them in their role as the primary educators of their children.
- Be proactive to potential situations rather than waiting to get involved.
- Offer teachers support and resources for supporting student behavior or emotional well-being in the classroom.
- Comfortable communicating difficult information to parents regarding student behavior or emotional status.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

- Establishes and maintains productive, collaborative relationships with others.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Models the schools standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.
- Plans and organizes work.
- Analyzes and interprets assessment results for the purpose of designing and modifying instruction.
- Follows through with directives.
- Performs a wide variety of specialized tasks; interprets and applies rules and regulations as appropriate.
- Applies knowledge of school policy.

- Operates office equipment including a computer with a variety of software related to job requirements.
- Creates an environment where children are comfortable and can experience success.
- Builds relationships with families.
- Completes work before deadlines despite constant interruptions.
- Maintains consistent, punctual, and regular attendance.
- Demonstrates knowledge of correct English grammar and usage.
- Prepares and delivers oral presentations to groups.
- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Maintains a safe and orderly learning environment.
- Uses effective interpersonal skills including tact, patience, and courtesy.
- Exhibits hospitality to guests and visitors of the school.

DESIRABLE QUALIFICATIONS:

- Energetic and positive approach to responsibilities.
- Drive to attain results; proven experience and effectiveness in improving student achievement in classroom and/or school.
- Demonstrates compassion.
- Has a positive attitude throughout regardless of the issues faced during the day.
- Self-motivated; able to accept criticism and grow as a result
- Strong communication and organizational skills.
- Valid Michigan drivers' license and ability to drive a car to perform job requirements.

PREFERRED EDUCATION AND EXPERIENCE

- Preferred valid Michigan credential authorizing service as an administrator, or eligibility for an administrative credential.
- Valid Michigan teaching credential.
- Minimum of three years of classroom teaching and or school administrative experience.
- Or other degree in a related field with experience serving youth.

PHYSICAL DEMANDS:

- Hear and speak to make presentations, and exchange information in person and on the telephone.
- Communicate so others will be able to clearly understand normal conversation.
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper.
- See to read, prepare documents and reports, and to observe students.
- Able to return to a task after interruption.
- Stamina to work a full day and then supervise evening events or attend meetings.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels.

CONTRACTED TIME:

The Dean of students would be a contracted school-year employee (Similar to a teacher) working one additional week after teachers are done and one week before teachers return to work. The Dean of Students would not be expected to work over school scheduled breaks or holidays. Occasional meetings/phone calls with the principal may be required during the summer.

The Dean of Students would be eligible for family MCC Hospital/Medical program, the MCC retirement program, two personal days, and sick leave according to the Personnel Policies of the

NOTES:

Diocese of Marquette.