

Position: Dean of Students

Department: Dean's Office

Reporting Relationship: This position reports to the Principal

FLSA Status: Exempt

Revised: December 7, 2017

Prepared by: Michael Wood, Principal

Statement of Mission

Jesuit High School of Sacramento is a Roman Catholic college preparatory dedicated to forming competent young men into conscientious leaders in compassionate service to others for the greater glory of God.

Position Summary:

The Dean of Student is directly responsible to the Principal for the implementation of the disciplinary policies and Rules of Conduct of the school (as outlined in the **Student Parent Handbook**). The Dean of Student serves as the Chief Attendance Officer. This person is also responsible for coordinating on-campus and event supervision and is the supervisor of the Assistant Dean of Students.

Principal Duties and Responsibilities:

1. Is a member of the Principal's Administrative Team
2. Manages the elections for and serves as chair of the Discipline Board
3. Keeps accurate records pertaining to attendance, absences, tardies, and discipline. The office issues admit slips to students who have been absent or tardy and also authorizes early dismissals, if necessary
4. Monitors student conduct at athletic events and all school activities. Arranges for Administrative supervision as athletic competitions in consultation with the Athletic Director
5. Supervises the Director of Campus Safety
6. Assists teachers and students with problems which may arise between them in the area of classroom discipline.
7. Issues parking permits and keeps all vehicle records
8. Assists other schools when Jesuit students are involved in disciplinary situations
9. Establishes and supervises the detention programs for the school
10. Makes locker assignments each year and procures maintenance and repairs on lockers
11. Keeps lost and found items
12. Is the school contact with law enforcement agencies
13. Works closely with the Principal and other administrators in publishing the Student-Parent Handbook
14. Assists in interviewing prospective teachers
15. Counsels students in resolving personal, academic, and behavioral problems

16. Organizes, assigns and publishes a schedule of Campus Supervision perfecting assignments for daily lunch and break times
17. In cases of emergency, initiates contact with the proper public emergency office
18. Supervises the effective fire and emergency drill procedures for the school and oversees regularly scheduled student body drills
19. Maintains records on all theft and/or injury reports on campus
20. Supervises Assistant Dean and Administrative Assistant to the Dean
21. Monitors the pickup of student in the parking lots after school in conjunction with Director of Campus Safety
22. Is responsible for preparation and oversight of budgets as assigned by the Principal

Qualifications:

Prior leadership experience in a school setting is required. College degree is required with the attainment of a master's degree preferred. Must demonstrate excellent communication and interpersonal skills, including the ability to maintain confidentiality, have strong multi-tasking ability, and be a self-starter.

Physical Requirements:

Ability to sit for long periods of time; to perform daily activities from a desk; to operate a computer and various office equipment. Occasional lifting and transporting of boxes up to 20 lbs.

The individual in this position is required to work occasional predetermined evening and weekend special events.

Notice

Jesuit is an equal opportunity employer.

Jesuit High School is a Roman Catholic college preparatory school and may, in the case of equally qualified and compelling applicants, favor a choice of a Roman Catholic applicant over that of a non-Catholic applicant.