



POSITION DESCRIPTION

Title: SMCHS Dean of Students
Reports to: High School Principal
Hours/Position: Full-Time; Exempt

Job Summary: The SMCHS Dean of Students serves as a member of the high school administrative team and assists with the daily operation of the school, specifically in the areas of attendance, behavioral, and disciplinary prevention and intervention services. The Dean is responsible for creating and maintaining a safe and supportive culture consistent with the mission of SMCS. The Dean actively manages student discipline, managing behavioral detentions, providing incentives earned by students, supporting teachers with real-time discipline incidents, and tracking relevant information about student discipline. The Dean leads and manages staff and faculty members involved in designing and executing school-culture and student-life events, focusing on the overall positive customer experience. The Dean also serves as a resource for students, parents, faculty and staff regarding student life issues and supports learning and development of students outside the classroom.

Essential Duties and Responsibilities:

- Assists with student engagement and connections to SMCHS
- Manages and collaboratively revises student discipline approaches and systems.
- Provides first line of student discipline which is based upon Catholic values and an intent to assist students in learning from mistakes
- Models effective problem solving and conflict resolution strategies to meet the needs of all
- Collaborates effectively with teachers, counselors, parents, and families in support of students who are not meeting expectations for learning, behavior and character
- Operates as liaison to the community police and fire officers
- Works with principal on various activities for incoming and current students and families (Back to School Nights, Awards Nights, Open Houses, Graduation, and game management); ensures security and supervision
- Works with principal management systems to assure accuracy of student records such as attendance, immunizations, disciplinary actions, etc.
- Files appropriate Diocesan and state reports related to student compliance with policies
- Recommends measures to improve methods, performance and quality of product or service, and suggests changes in working conditions to increase efficiency
- Works closely with leadership, advancement department and teachers to assure that new students have a smooth transition into the new environment
- Coordinates and manages hall pass system
- Other duties as assigned

Essential Skills and Dispositions:

- Ability to deal with situations relative to adolescent physical, social and temperamental issues
- Ability to communicate well and to apply leadership skills within a shared decision-making model
- Ability and willingness to follow directions given and to perform assigned duties in accordance with applicable guidelines, policies, and procedures
- Desire to provide a safe environment for all students, staff, parents, and community members entering the school
- Desire to build consensus and lead / work as a member of interdisciplinary teams.
- Ability to maintain information confidentially
- CPR certified and first aid training
- Efficient, reliable and adaptable to change while maintaining high productivity levels under stressful deadlines
- Ability to effectively communicate verbally and written with parents and students

Qualifications:

- Bachelor's degree required, Master's degree preferred.
- Valid Wisconsin teaching license required.
- Administrative license preferred.
- Practicing Catholic
- Exceptional problem solving and conflict resolution skills
- Proficient in Microsoft Office Suite

- Analytics and database experience
- Ability to communicate effectively with and serve all levels of the system and school community
- Excellent organizational skills, ability to effectively coordinate and manage multiple priorities and responsibilities

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community.

I can perform the above duties with or without reasonable accommodations.

Print Name: _____

Signature: _____

Date _____