

Mount Michael Benedictine School Dean of Students

Reports to: Head of School
Department: Administration
FLSA Classification: Exempt

Position: Dean of Students

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Employment Status: Full Time, 11 months (August – June)
FLSA Status: Exempt
Compensation: A competitive salary and benefits package is offered, commensurate with experience.

Position Description

The Dean of Students models the highest standards of collegial conduct, supporting the school's Catholic Benedictine mission and philosophy. The Dean of Students, under the direction of the Head of School, works collaboratively to foster the character formation and social/moral development of each Mount Michael Benedictine School student. The Dean is responsible for school safety, student discipline and attendance. He maintains student records for attendance, tardiness, health, and discipline and serves as the liaison to the surrounding community and other schools concerning off- campus safety, behavior, and other student-life matters.

Essential Job Duties and Responsibilities

1. Be/Become familiar with the main principles, rule and tenets of Benedictine education and actively support the mission, philosophy and goals of Mount Michael Benedictine School.
2. Promote the standards and good name of Mount Michael both internally and externally.
3. Promote a culture of reverence, respect, and responsibility among students in line with our core Benedictine values.
4. Oversee the daily good order and day to day management of students, both residential and day. Daily routine includes oversight and management for bell schedules, announcements, dress code, tracking tardies, daily meal attendance, recording of discipline items in JMC, etc.
5. Oversee and supervise the residential deans, evaluate their performance, and work with them on any issues related to campus life and boarding student concerns.
6. Oversee student supervision during non-class time, including breaks, lunches, and before and after classes and within the dormitories.
7. Coordinate supervision of co-curricular events. Work closely with school administration to coordinate coverage of student events.
8. Chaperone student dances and other large student events as needed.
9. Partner with Administration to enforce the Family Handbook policies and regulations.
10. Meet with students regarding behavior and discipline; follows up with parents, teachers, counselors; determines and implements appropriate consequences; monitors behavior and wellness of each student.

11. Assist and support teachers with classroom management and discipline.
12. Supervise after-school detention and coordinate Saturday detention.
13. Notify relevant parties in matters regarding suspension or probation. Consult with Head of School regarding potential dismissals.
14. Continuously evaluate the effectiveness of the school discipline system.
15. With the help of the Administrative Assistant, oversee and track class attendance and tardiness of students, follow up with students and parents as necessary for unexcused absences and excessive tardiness.
16. Work collaboratively with the Counseling Department for student support as related to behavior, wellness, mental health and assist in developing programs to promote positive behavior and wellness.
17. Work with the Administrative Assistant in distribution and tracking of student parking permits; handle student driving related matters.
18. Oversee assignment of and monitor student lockers in both the Sokol and Benedictine buildings.
19. Assist with the supervision of evacuation and lock down drills, and updates to procedures for safety drills/events such as evacuation, lock down, shelter in place, etc.
20. Assist the Administration with annual review and revisions of the Family Handbook.
21. Maintains strict confidentiality related to students and school families.
22. Works collaboratively with Deans of other similar institutions to share best practices.
23. Keeps school administration informed of student behavior issues and other relevant matter pertaining to student life.
24. May serve on teams or committees as directed by school administration.
25. Other duties as assigned by school administration.

Job Qualifications and Competencies

1. Have the ability and desire to embrace the mission of Mount Michael Benedictine School.
2. Demonstrate leadership ability.
3. Education equivalent to a master's degree; however, strong applicants with a bachelor's degree will also be considered.
4. High level of interpersonal skills and the ability to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
5. Ability to communicate effectively with all constituents in a school environment.
6. A commitment to diversity, equity and inclusion. Have the desire and skill to work with a diverse community in a meaningful and genuine manner.
7. Excellent oral, written and verbal communication skills.

Interested individuals meeting the above qualifications are encouraged to apply by sending a cover letter, resume and three professional references. The position is open until filled.