

DEAN OF STUDENTS

St. John's Preparatory School, a college preparatory co-educational high school, is dedicated to promoting academic excellence and to instilling the principles and values of the Catholic Faith in a positive, nurturing environment. St. John's Prep is committed to the highest educational standards, offering excellent academic and extra-curricular programs designed to engage the whole student.

The Dean of Students is responsible for promoting a safe and effective learning environment. He/she will think critically about ways to solve disciplinary issues, including academic and non-academic issues. In addition, the Dean of Students will build relationships with St. John's Prep students and their families to help create a positive, supportive and nurturing community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Not intended to be all-inclusive)*

- Effectively manage and resolve student problems in collaboration with the administrators, faculty and parents
- Supporting teachers to hold all students to high and consistent behavioral expectations
- Implement, maintain, and enforce policies in the SJP Parent - Student Handbook
- Maintain and review student attendance records
- Handle discipline issues and contracts with students; maintain documentation relative to discipline
- Support and regularly check-in with students regarding academic, behavioral, and social issues
- Oversee school dress code/ uniform requirements
- Be an active and visible member of the school community through participation in school-wide events
- Managing afterschool detention

JOB-RELATED QUALIFICATIONS STANDARDS:

Knowledge, Skills, and Abilities

- Excellent interpersonal skills, high level of creativity, energy and love of students
- Experience enforcing consequences and upholding high standards; knowledge of discipline procedures and policies
- Sensitive to diversity and typical student concerns.
- Experience with crisis intervention and excellent problem solving skills
- Proven leadership capabilities – ability to motivate students and fellow staff characterized by positive energy, flexibility, active listening and being respectful of others
- Excellent communication skills, both verbal and written, and strong interpersonal skills with students, parents, colleagues, and community members.

Education

- Bachelor's degree required, master's degree preferred.

Additional Requirements

- A positive, helpful attitude along with a demonstrated ability to work as part of a team is essential.
- Some overnight travel required