



Job Description: Dean of Student Life
Reports To: Upper School Principal
Department: Administrative

Part/Full-time: Full-time, year-round position
FLSA Classification: Exempt

Brief Description:

The Dean of Student Life is primarily responsible for fostering formation, character development, and personal growth among the students at Providence Classical School. The Dean also implements the Discipline Policy as it is outlined in the Parent-Student Handbook. The Dean is in charge of overseeing student life, student services, and on-campus activities. Their duties include providing support for students, addressing students, and coordinating with the Upper School Principal regarding the needs of the student. The Dean manages student affairs, distributes resources to students, and upholds high standards of behavior and academic success. Meet with students that are sent by a teacher for disciplinary issues, create initiatives to improve student wellness, and handle all communications regarding the student to administration and parents. The Dean of Student Life also coordinates campus events and social activities.

Knowledge, Skills, Abilities, Worker Characteristics, and Qualifications

- Bachelor's degree.
- Minimum of three years of experience in education
- Experience in classical Christian schools or other independent schools
- Discretion in handling confidential information
- Computers skills
- Establish positive relationships with staff, faculty, students, and parents.
- Organized in order to manage records, coordinate activities with staff, and prioritize tasks.
- React calmly to difficult situations when they arise while working to develop creative solutions.
- Thrive in a fast-paced and changing environment.
- Energetic and proactive
- Ability to work a flexible schedule that includes evening, weekend, and "on-call" assignments.
- Ability to establish and maintain effective working relationships with faculty, staff, students, and parents.
- Strong communication skills and ability to motivate students.
- Experience working with young people, especially in the areas of formation and discipline.
- Must understand the stated mission of the school.

Physical Requirements and Work Environment:

- Physical work around campus, including lifting and carrying items with weight.
- Sometimes works in standard office conditions and climate.
- Works in a stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods.
- Frequently listening to and talking with students, faculty, and other staff members

Position Responsibilities:

- Responsible for the enforcement of the discipline policy outlined in the Parent-Student Handbook.
- Act as a liaison between student departments and institution administrators.
- Develop and implement department working procedures, budgets, policies, and goals.
- Assess student body needs and respond to any questions or concerns from the student body in an effective and timely manner.
- Provide proactive leadership and structure to ensure school development.
- Provide student support on issues related to student services, institution policies, and department processes.
- Acts as a chaperone at major events and activities such as Barn Dance, Homecoming Dance, Graduation, Christmas, and all House Games.
- Meets with the Upper School Principal to determine how efficiently the program is running and, if necessary, recommend ideas for improvement
- Defines the educative policy (part of the school project):
- Explains the rules and policies of the school to the students.
- Promotes the school spirit and values.
- Supports the students to help them become stewards of Christ and responsible citizens.
- Encourages the students to take the lead and become more autonomous.
- Supports and helps the House captains organize “House” activities.
- Organizes the participation of the students in the governing bodies of the school.
- Organizes educational and cultural projects.
- Works closely with the teachers.
- Shares her/his knowledge of the students outside the classroom (their behavior, activities, working, social and family conditions...) with the Upper School Principal and teachers
- Helps the students transition from 8th to 9th grades and more broadly from one grade to another.
- Checks attendance and meets with the Upper School Principal and Dean of Academics with excessive absenteeism.
- Maintains files regarding attendance, discipline, health, etc.
- Establishes a constructive dialogue with the student’s legal guardians.
- Explains the rules and the expectations of the schools to the student’s legal guardians.
- Prevents and handles conflicts in an educative way.
- Promotes restorative measures when dealing with punishments.

Essential Expectations:

- Have a personal relationship with Jesus Christ.
- Faithfully attend and financially support a local church whose beliefs are in agreement with PCS.
- Overtly support and act in accordance with Providence Classical School’s mission, values, and statement of faith.
- Advance the strategic plan’s operational-level items at the direction of the Head of School.
- Communicate in a way that is pleasing to God and consistent with biblical principles (Matthew 7, 18; James 3).
- Interact with colleagues in a mutually respectful and edifying manner that fosters a healthy faculty culture.
- Represent PCS effectively to its constituents.
- Uphold professional standards of personal presentation, punctuality, professional courtesy, confidentiality, and discretion.

- Partner with the rest of the administrative staff to create raving fans of PCS, providing exceptional customer service.
- Achieve the relationship between hard income and expenses as laid out in the Strategic Financial Plan.
- Maintain professional credentials as appropriate.
- Partner with parents *in loco parentis* in the discipleship of students.
- Comply with the policies and procedures as articulated in Providence Classical School's governing documents.
- Work effectively with the Head of School, US Principal, Board Committees, and colleagues.
- Authentically engage in self-reflection and annual personal and professional growth. This includes written goals and progress towards those goals.