

Cristo Rey High School

POSITION: Dean of Students
CLASSIFICATION: Exempt
SCHEDULE: Full Time
SUPERVISOR: Principal
DEADLINE: Open until filled

JOB SUMMARY

The Dean of Students reports to the Principal and is responsible for fostering a productive school environment by ensuring compliance with the school's conduct expectations, promoting respectful and ethical behavior, and coordinating campus safety. The Dean also oversees athletics and student government and coordinates on-campus College Board testing.

STUDENT CONDUCT

- Coordinate school efforts to create productive and positive student behavior
- Collaborate with counseling staff in creating student discipline plans
- Collaborate with the Principal and Work-Study Program Director regarding student conduct issues
- Collaborate with the Assistant Principal for Curriculum and Instruction to foster academic achievement and ensure academic integrity
- Communicate with parents in matters of student discipline
- Oversee daily behavioral detention
- Supervise detention, both daily and Saturdays bi-monthly
- Convene the Discipline Board as needed
- Create and oversee Student Behavior Contracts
- Oversee student fulfillment of Academic Probation requirements
- Observe students in classrooms as requested by teachers and counselors
- Mediate disagreements between teachers, students and parents

ATTENDANCE AND ENROLLMENT

- Track student discipline infractions and creation of daily detention list
- Supervise support staff in tracking daily student attendance records
- Coordinate meetings with students and parents regarding excessive student absences and tardies
- Gather information on students who are considering withdrawing and coordinate efforts to find solutions
- Conduct exit meetings with students and parents when they withdraw or are dismissed
- Notify faculty and staff when students withdraw or are dismissed

SECURITY AND SAFETY

- Oversee safety training for faculty and staff
- Coordinate fire drills and lockdown drills
- Oversee campus security guards
- Oversee campus security camera system
- Oversee investigation of any violations of personal property and safety
- Coordinate drug dog examination of campus

- Create and oversee campus supervision schedule
- Update school safety plans as needed
- Maintain student locker combinations and assignments
- Represent the school to local law enforcement and emergency agencies

STUDENT GOVERNMENT

- Oversee activities of Student Government
- Coordinate school dances

ATHLETICS

- Oversee the Athletic Director and the Athletic Department activities and budget
- Collaborate with the Athletic Director to insure supervision of athletic activities

OTHER RESPONSIBILITIES

- Attend meetings with students each morning before they go to work and communicate important announcements
 - Participate in weekly student support meetings with counselors and work-study staff
 - Assist the Principal in organization of graduation activities
 - Review student requests to attend dances at other high schools
 - Attend meetings with Deans from other Sacramento Catholic high schools
 - Attend Back-to-School Night, Parent-Teacher Conferences, and other school functions
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MINIMUM QUALIFICATIONS

- Excellent oral and written communication skills
- Ability to maintain records and reports consistent with school procedures
- Effective mediation skills
- Proficient computer skills
- Understanding of confidentiality of student records and information

REQUIREMENTS

- Bachelor's degree required, Master's degree preferred
 - California Single-Subject Credential and/or Administrative Credential preferred
 - High school teaching and administrative experience preferred
 - Experience working in ethnically diverse communities
 - Commitment to Catholic education
 - Spanish fluency preferred
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APPLICATION

Email a letter of introduction, resumé, copies of transcripts and credentials, and list of references to aagos@crhss.org.

MISSION STATEMENT

Cristo Rey Sacramento, rooted in the traditions of the Sisters of Mercy and the Society of Jesus (Jesuits) transforms lives by providing a Catholic, college preparatory education and professional work experience to high school students with limited financial resources.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Cristo Rey Sacramento is dedicated to both the letter and the spirit of the equal employment opportunity laws. Employment decisions will not be made on the basis of race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (including pregnancy, childbirth, or related medical conditions), age or sexual orientation, military or veteran status or political affiliation. Employment decisions based on religious preferences and other religious needs may be made in accordance with applicable law. Cristo Rey also prohibits discrimination on the basis of these protected classifications.