POSITION: Dean of Students
CLASSIFICATION: Exempt
SCHEDULE: Full Time
SUPERVISOR: Principal
DEADLINE: March 15, 2020

JOB SUMMARY
The Dean of Students reports to the Principal and is responsible for fostering a positive and 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 the Academic Support Program.

STUDENT CONDUCT
- Coordinate school efforts to create positive and productive student behavior
- Collaborate with the Principal and Work-Study Program Director regarding student conduct issues on campus and at work sites
- 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
- Supervise detention, both daily and Saturdays bi-monthly
- Convene the Discipline Board as needed
- Create and oversee Student Behavior Contracts
- Collaborate with counseling staff to support students facing personal and academic challenges
- Oversee student fulfillment of Academic Probation requirements
- Observe students in classrooms as requested by teachers and counselors
- Mediate disagreements between teachers, students and parents

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
ATTENDANCE AND ENROLLMENT
- Track student discipline infractions and coordinate daily detention list
- Supervise support staff in tracking student attendance records
- Coordinate meetings with students and parents regarding excessive 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 and collect school materials, including textbooks, electronic devices, and uniforms
- Notify faculty and staff when students withdraw or are dismissed

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

ACADEMIC SUPPORT PROGRAM
- In consultation with the Principal and Assistant Principal, oversee planning and implementation of the Academic Support Program
- Write, obtain approval for, and implement Title I plans for SCUSD and EDUSD
- Identify, train, and evaluate Title I and volunteer tutors
- Submit Title I student information to SCUSD and EGUSD
- Assign students to tutors
- Establish and implement processes for deciding when students no longer need tutoring
- Gather documentation and write reports as required by SCUSD and EDUSD
- Coordinate with the Assistant Principal the use of Title I and II funds for professional development

OTHER RESPONSIBILITIES
- Attend Work Study 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
- 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 as determined by the Principal
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

APPLICATION

Email a letter of introduction, resumé, copies of transcripts and credentials, and list of references to aagos@crhss.org by March 15, 2020.

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.