Position: Dean of Students

Job Summary: The Dean of Students works with colleagues to facilitate the formation of St. Pius X students in alignment with the school’s mission. The Dean of Students makes proactive decisions that seek to balance the needs of individual students with the needs of the rest of the SPX community. These decisions are made within a progressive educational community that strives to know and support individual students in their developmental context while consistently holding them accountable for their behavior. The Dean of Students is responsible for managing a number of systems, including disciplinary programs and campus supervision. The Dean of Students also oversees student attendance, health, and safety. As a professional educator the Dean of Students understands and responds to the challenges presented by today’s diverse student population and provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students’ academic achievement, personal and social development. The Dean of Students works cooperatively with the administrative team, faculty, staff, students and parents towards a positive school climate.

Essential Duties and Responsibilities:
- Makes mission-aligned decisions that uniquely further the school’s culture.
- Oversees the daily good order and day to day management of the students. Daily routine includes dress code, detentions, and attendance.
- Maintains disciplinary and attendance records. Exercises appropriate leadership in processing student behavioral issues including accurate record keeping of infractions as well as communication with parents, faculty, and staff.
- Recommends, administers and enforces facility policies and procedures related to attendance and discipline.
- Plans and implements preventive disciplinary measures through changes in programming, counseling referrals, behavioral plans, etc.
- Meets with students regarding issues related to behavior; follows up with parents, faculty, advisors, counselors; determines and implements appropriate consequences; monitors behavior contracts.
- Oversees all policies regarding student conduct and updates the Parent/Guardian/Student Handbook content yearly.
- Partners with the administrative team, faculty, and staff to support students in feeling safe and valued within a culture of care and accountability.
- Assists in the planning and implementation of the school’s emergency preparedness program.
- Shares responsibilities of organizing and supervising all major student events and programs.
- Assists in the implementation and plan for proper conduct of participants and spectators at all public events.
- Helps build the school’s faith community by a demonstrated willingness to participate in school religious and service activities, and monitoring liturgies.
- Collaborates with Deans of other similar institutions to share best practices.
- Other duties as assigned.

Qualifications:
- Master’s degree in education, administration, or related field preferred
- Administrative experience preferred
- Secondary teaching experience
• High level of interpersonal skills and the ability to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact, and diplomacy; the ability to handle families with grace is a must.
• Excellent oral and written communication skills.
• Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands; must be able to discern among competing priorities.
• Positive, creative, solution-oriented temperament.
• Knowledge of current best practices in working with adolescent behavior.
• A positive faith life, able to apply this to the tasks of the job.
• Working knowledge of a student database software.
• Demonstrated leadership skills.

Please submit resume, cover letter explaining why you are interested in SPX and this position specifically, and four references to deansearch@stpiusx.org.