

**DAYTON CHRISTIAN SCHOOLS**  
**Position Description**

**Position Title:** Dean of Students (Grades 5-12)

**Reports to:** Middle and High School Principal

**Employees Supervised:** Student Government Advisors

**Contract Days:** 194

**POSITION SUMMARY:**

The Dean of Students serves as a member of the school administrative team and assists with the daily operation of the school, specifically in the areas of, Christ-like behavior, disciplinary prevention, and academic, spiritual, and mental health intervention services.

The Dean of Student serves as a member of the Academic Council and will participate in leadership discussions and decisions around DCS's commitment to Academic Excellence.

The Dean of Students proactively and effectively communicates with parents. Building strong relationships with families as partners is imperative to the education and spiritual growth of all DCS students.

The Dean of Students helps to foster a positive, engaging, and caring atmosphere, and a healthy school community by providing programming and leadership opportunities that enable students to flourish.

**PERFORMANCE RESPONSIBILITIES:**

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

**Attendance & Discipline – Student Services**

The Dean of Students works closely with the school principals, counselors, academic advisors, Special Ed. Dept., PTO, nurses, grade level team leaders, teachers, parents, and school departments in providing positive behavioral programming and restorative practices that embrace and teach how God USES DCS as a Christ-centered school: Unity, Scripture, Excellence, and Service.

- Implements and follows policies, regulations, guidelines, and procedures pertaining to student behavior and attendance, maintaining a positive school culture of learning and achievement.

- Review the Parent Student Handbook each year to ensure accurate documentation and explanation of current school policies and practices relating to school culture, discipline, and attendance.
- Communicate clearly and in a timely fashion, both verbally and in writing, with students, parents and appropriate school staff regarding student behavior and attendance.
- Provides leadership for efficient attendance functions and improvement efforts: community communications, prepared letters, parent phone calls, etc.
- Monitor student attendance and contact home to follow-up on extended absences.
- Act as the point person for students on leave or with restricted attendance (i.e. due to medical issues or suspensions). Coordinate as needed with teachers, parents, counselors, nurses, academic advisors, and building principals.
- Creates, implements, and maintains systems for collecting and tracking accurate data records on school culture metrics, including disciplinary infractions and student attendance.
- Grades 5-12 Oversees day-to-day disciplinary issues and behavioral interventions, including family meetings, mediations, suspensions, and expulsion hearings, working closely with HOS, building principals, faculty, staff, students, and parents to ensure compliance with school policies.
- Assist teachers with behavior management plans and strategies that ensure a focus on learning and student success.
- Work with student services staff in providing guidance and motivation for student success and in collaboratively developing plans for students who struggle.
- Work collaboratively with school counselors and nurses to support student needs, referring potential counseling issues to the school counselors and medical issues to the nurses.
- Coordinate and facilitate restorative practices approach to discipline and serves as a liaison with coordinators in other buildings to support a systemic approach.
- Facilitate faculty and staff development related to school culture and consistent enforcement of student discipline.

### **Student Life – Positive School Culture**

Dayton Christian students participate in an engaging and challenging academic program, complemented by extensive co-curricular opportunities, and live and study in a community that is committed to inspire students to discover their God-given potential, become life-long learners, and stand on God's absolute truth. The Dean of Students is responsible for monitoring and enhancing the quality of student life in the Junior High and High School including student focused events and student behavior.

- Oversee MS & HS Student Government Advisors. Student Government Advisors obtain approval from and collaborate with the Dean of Students regarding all Student Government planned events.
- Assist in the development and implementation of ongoing student programming that is both engaging and builds community.

- Communicate effectively and proactively with parents regarding upcoming student programming and events.
- Conduct regular school culture walkthroughs to help staff maintain a high bar of excellence.
- Models a school-wide culture of respect and support of students and teachers.
- Prioritizes academic learning, resiliency, and support for students.
- Model a strength-based, growth-mindset approach to maintaining a positive and healthy school culture.
- Ensures clear and consistent implementation of student accountability practices amongst staff.

#### **Additional Job Functions**

- Participate in professional growth to improve skills and commit to learning about best practices related to the job assignment.
- Perform supervision of students during unstructured times such as before and after school, during passing times and during lunch periods.
- Serve as a key leader on the Emergency Safety Teams.
- Coordinate special events schedules with participating departments and the custodial/facilities staff.

#### **Future Goals and Projects \***

- Implements a unified and school-wide positive behavior management system with meaningful incentives and consequences.
- Serves as key member of the positive behavior management system team and coordinates/leads staff development activities related to its implementation with fidelity.

#### **QUALIFICATIONS:**

##### **Experience, Training, and Licensure**

- Bachelor's degree is required.
- Master's degree in educational leadership or closely related field preferred.
- Teaching license required.
- ACSI license is required.
- Administrative license preferred.