

ARCHDIOCESE OF INDIANAPOLIS
JOB DESCRIPTION
Dean of Students

I. IDENTIFYING INFORMATION

Position Title: Dean of Students
Location: Bishop Chatard High School
Status: Full Time
FLSA: Exempt
Reports to: Principal
Supervises: Detention Moderators

II. PRIMARY FUNCTIONS

The Dean of Students is responsible to the Principal and works closely with that person in implementing policy with regard to school discipline and school climate.

III. POSITION CONTENT

A. ESSENTIAL FUNCTIONS

Academics

1. Provides pre-service and in-service for members of the faculty and staff in the area of student discipline
2. Enforces the attendance policy as it relates to excessive student absences in conjunction with the Assistant Principal for Academics
3. Assists with substitute teacher coverage if the need arises once the day has started

Student Life

1. Annually reviews all policies regarding student behavior and makes recommendations to the Principal for any changes deemed conducive to the growth of the students
2. Responsible for appropriate, timely handling of all student referral forms.
3. Responsible for overseeing any and all investigatory efforts with regard to possible violations of the student handbook (includes but not limited to items such as bullying, violations of the drug/alcohol policy, theft, etc.)
4. Responsible for the timely, thorough communication to parents of disciplinary infractions that result in a suspension from school.
5. When necessary, responsible for arranging the date/time for the Disciplinary Board to meet with a student/family when necessary
6. Supervises the student discipline program keeping accurate and current records of infringements by individuals
 - a. Schedules supervision for students serving detention after school
 - b. Assists the Director of Student Life in managing drug and alcohol testing and protocols

Campus Ministry

1. Regularly incorporates Catholic ethical practices when counseling students on behavioral matters.

Guidance

1. Works in conjunction with school counselors and social workers to help promote overall student wellness.

Athletics

1. Assists the Athletic Director and the Assistant Athletic Director with the supervision of student fans at extracurricular events.
2. Assists the Athletic Director with student discipline as it relates to athletic participation.

Overall Policy and School Governance

1. Assists the Principal and the Director of Academics in onboarding new teachers to Bishop Chatard High School through the new teacher orientation program
2. Implements any policy approved by the school administration
3. Develops, publishes, and implements the Emergency Preparedness Plans for the School Campus
4. Coordinates all safety drills
5. Works with the Vice Principal of School Operations and the principal to recommend and implement school safety enhancements
6. Provides pre-service and in-service for members of the faculty and staff in the area of safety and security
7. Maintains and Updates the Bishop Chatard High School Handbook
8. Works with the Director of Student Life and others as appropriate in developing and implementing a student assembly program
9. Assists with special events as outlined in the Administrative contract, including but not limited to Senior Mass, Baccalaureate and Graduation
10. Assists with the supervision of the building and site security from 7:15 AM to 4:00 PM and for special events
11. Member of the Principal's team and shares input in regards to school policy and practices

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Good organization and planning skills
2. Ability to organize and manage workload to meet deadlines
3. Ability to manage multiple employees in an effective manner
4. Good interpersonal skills
5. Self-motivated.
6. Ability to handle multiple projects and priorities simultaneously
7. Willingness to foster the Church's mission

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
2. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
3. Background screening required
4. Valid driver's license required (optional based on position)

V. WORKING ENVIRONMENT

State the working conditions and physical demands that relate to the essential job duties.

Consider any that apply:

1. Must be able to read and edit spreadsheets, email and other related tools related to the role
2. Must be able to process and maintain large volumes of documentation
3. Must be able to communicate extensively and effectively with staff and vendors via telephone, one-on-one conversations, face-to-face, public presentations, and written correspondence

4. Must be able to sit or stand for extensive periods of time and navigate through the school building
5. Requires extensive use of keyboards and other administrative equipment
6. Must be able to function within a moderate noise level office environment
7. Ability to assist in carrying and storing school chairs, devices, podiums, tables or school owned property

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.

Date of job description:

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____