



Job Title: Dean of Students
Reports To: Assistant Principal of Student Affairs
Revised Date: June 4, 2018

A. SUMMARY

The Dean of Students is responsible for encouraging and supporting students to engage in positive behavior consistent with the mission and philosophy of Nolan Catholic High School. The Dean of Students is responsible for enforcing disciplinary consequences for students who have failed to meet those standards. The Dean of Students works closely with the Assistant Principal of Student Affairs on a day-to-day basis to accomplish these goals. Collaboration with the other members of the Principal's Council, the Guidance Office, and classroom teachers is also necessary for success in creating positive outcomes for all constituents.

B. REPORTING RELATIONSHIP(S)

The Dean of Students reports directly to the Assistant Principal for Student Affairs. The Dean of Students is subordinate to the Assistant Principals, Principal, and President of Nolan Catholic High School.

C. ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties include the following. Other duties may be assigned.

1. Follow the spirit and intent of the mission and philosophy of Nolan Catholic High School and the Diocese of Fort Worth.
2. Maintain standards on student behavior as described in the Student-Parent Handbook.
3. Lead, act as a role model, and educate the faculty and staff of the spirit of the expected behavioral standards described in the Student-Parent Handbook on a day-to-day basis and during Faculty/Staff In-service.
4. Assist and coach teachers in the development of effective strategies to maximize positive student behavior and minimize negative behavior. Strategize with teachers in appropriate responses to negative student behavior in the classroom environment as well as in individual cases.
5. Inspire and educate students and parents/guardians in the spirit of the expected behavioral standards described in the Student-Parent Handbook on a day-to-day basis and during orientation meetings in the beginning of the school year.
6. Manage student discipline issues, including problem solving with students, teachers, and parents to encourage positive behavior and outcomes for students. This includes the implementation of the consequences outlined in the Student-Parent Handbook, such as detention, in-school suspension, out-of-school suspension, and probationary contracts.

7. Monitor student attendance, including notifying parents/guardians of attendance issues and working in collaboration with them in resolving those issues.
8. Monitor student behavior during the school day in a variety of venues, such as lunch, passing periods, and assemblies, for the purpose of ensuring a safe and positive learning environment.
9. Monitor and review video surveillance.
10. Monitor student behavior in the parking lot. Maintain the faculty parking lot supervision list and ensure that the faculty is fulfilling their parking lot supervision duties.
11. Monitor student behavior at a variety of school events outside of the school day, such as athletic events, dances, theatre productions, and concerts, for the purpose of ensuring the expected behavioral standards of the student body. The active presence of the Dean of Students is required at all home football games and dances, and other events where a large number of students are in attendance.
12. Maintain a variety of manual and electronic documents, files and records for the purpose of documenting activities, providing written reference, and complying with mandated requirements.
13. Acts as contact with the agencies that supply drug dog and breathalyzer services to the school.

D. RESPONSIBILITIES FOR SUPERVISION OF OTHER EMPLOYEES

The Dean of Students directly supervises no other employees. However, in the course of performing the duties described herein, the Dean of Students may become aware of faculty members or other employees who are failing to fulfill their responsibilities for monitoring student safety or enforcing school policy; the Dean of Students is obligated to report such instances to the Assistant Principal for Student Affairs.

E. PROFESSIONAL EXPECTATIONS:

1. Represent the administration of Nolan Catholic High School faithfully, loyally, consistently and clearly in all communications with all NCHS constituencies (including but not limited to faculty, staff, parents, students, alumni, donors and board members). Communicate with all NCHS constituents in a manner intended to strengthen those constituent's confidence in the school's mission and administration.
2. Offer feedback regarding school problems/issues/concerns to NCHS administration in a constructive and professionally appropriate manner. Confine such expressions (including disagreement with or criticism of policy, program direction, or specific administrative decisions) to the administrative internal forum, i.e. closed door meetings with immediate supervisor and/or the president, principal, and/or assistant principals.
3. Comply with all NCHS policies and procedure, the relevant policies and procedures of the Catholic Diocese of Fort Worth, and the diocesan code of conduct.
4. Engage in relationships with immediate supervisor and other supervisors in a manner that is constructive, open to direction, and reflects commitment to an ethic of continuous improvement.

5. Engage in self-development. Participate in school in-service programs for self-enrichment to maintain high quality of practice, and seek further professional growth through other training/educational opportunities.
6. Act in a manner that is consistently courteous and respectful of students, parents, guardians, colleagues, and other constituents of NCHS.
7. Discharge duties according to the highest standards of performance, ethical behavior and professional practices.
8. Demonstrate sound judgment and independence of thought.
9. Protect confidentiality of information of all students and families, complying with all applicable legal requirements.
10. Attend and participate in all mandatory meetings.
11. Assume personal responsibility for timely completion of assignments without interference to quality of work.
12. Adapt to changes in work environment, program requirements, and workload.
13. Present and maintain professional appearance and demeanor; adhere to NCHS dress code.
14. Assume responsibility for personal attendance and punctuality.
15. Assist in training and orientation of other employees as requested.

F. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervisory duties entail periodic patrolling of the entire campus including all buildings, grounds and athletic facilities.
2. Fulfillment of job description requires work above and beyond routine hours of operation; extended time periods; supervision of after-school and weekend activities (both indoors and out).
3. Normal office conditions during the school day.
4. Moderate to high noise levels with frequent student interruptions.
5. Moderate to high work pace for extended periods of time.
6. The employee may be exposed to communicable diseases.
7. The employee may be exposed to emotional outbursts from students or their parents/guardians.

8. Some off-campus work may be required to attend meetings.
9. While performing the duties of this job, the employee is exposed to few environmental or hazardous conditions; however, the employee may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, and outside weather conditions.

G. QUALIFICATIONS

1. Commitment to the mission and philosophy of Nolan Catholic High School and the Diocese of Fort Worth.
2. Practicing Roman Catholic.
3. Secondary school experience.
4. Masters degree, preferred.
5. Exemplary written, oral and interpersonal communication skills.
6. Proficient with technology/programs used in the Office of Student Affairs.
7. Proficient with problem solving and team decision making.
8. Such exceptions to the above that the Principal finds acceptable.

I have reviewed this job description and understand the performance expected.
I understand that periodically it may be necessary for me to perform other duties as assigned by a supervisor. I have received a copy of this job description.

Employee's Name

Employee's Signature

Assistant Principal of Student Affairs Signature

Date