



DEAN OF STUDENT LIFE

The Dean of Student Life is responsible for the oversight of the safety, security and student behavioral accountability. The ideal candidate will possess strong analytical and problem solving abilities. Communication and interpersonal skills are a must for the position as it requires the ability to address difficult and complex issues with a wide variety of stakeholders. The position requires the ability to understand how to mitigate student behavioral issues in a manner that reflects Christian values and characteristics, with the goal of motivating students to conduct themselves in a manner consistent with the school's vision and mission.

Position Reports to: President

Primary Responsibilities:

- **Student Accountability**
 - Support faculty in student management and enforcement of discipline policies
 - Conduct meetings with parents/guardians regarding student behavioral issues
 - Monitor Student Attendance
 - Daily follow up on student attendance
 - Regularly monitor and address teacher attendance inputting errors
 - Hold students accountable for failure to adhere to attendance policies
 - Conduct parent/student conferences regarding attendance violations and consequences.
 - Regularly review and update behavioral policies and guidance
 - Coordinate and administer consequences for rules violations
 - Student behavioral contracts
 - After school detentions
 - Saturday Work
 - ISS and other alternatives to suspension
- **Campus Security and Safety**
 - Supervision and management of campus security team
 - Responsible for maintaining adequate security coverage for all sporting events and extra-curricular activities.
 - Regularly review and update all student health plans including medications.
 - Oversee all administrations of medications to students on campus
 - Review and coordinate planning for students needing to miss extended periods of school due to illness or injuries.
 - Responsible for documentation and follow up regarding all campus/school related injuries.
 - Regularly review and update all campus-wide security and safety plans
 - Regularly conduct safety and security trainings
 - Provide regular supervision of students during school hours
 - Represent administration in mitigating parental and fan issues during athletic contests and other extracurricular events.





- Plan and coordinate security for off-campus student events, including but not limited to trips to Hume Lake.
- **Positive Behavioral Interventions**
 - Develop and implement systems and programs for recognizing examples of positive behaviors exhibited by students.
 - Develop lessons and activities that reinforce FLIGHT
- **Summer School Supervision and Management**
 - Primary administrator responsible for summer school including but not limited to:
 - Staffing
 - Student add/drops
 - Parental/student concerns and communication

Key Quantitative Metrics For Success:

- Average daily attendance statistics
- Student and staff safety incident rates
- Referral numbers (both positive and negative referrals)
- Student retention rates

Key Qualitative Metrics For Success:

- Stakeholder feedback

REQUIREMENTS: Statement of faith consistent with vision and mission of the school; Minimum of five years full-time experience at a secondary school and/or private faith-based educational institution; Masters degree in Educational Leadership is preferred.

This is a 12 month position beginning July 1st.

**Salary is placed on the Executive Leadership salary scale depending on experience
(Range: \$92,487-\$130,105)**

