



## Dean of Students

### Job Description

The Dean of Students will collaborate with the President and Co-Principal's has to ensure high expectations for student behavior. The Dean of Students will help and assist the Co-Principal's with "No Place Hate" Projects throughout the year. The Dean of Students reports directly to the Co-Principal's and works in conjunction with the school's counseling team to ensure the social-emotional success of each student at Gesu School.

**Crucial to the success and impact of the Dean of Students is that he/she understand and value the mission of Gesu School and the important position of the Jesuits and Sister Servants of Immaculate Heart of Mary in that mission.**

The Dean of Students must demonstrate exceptional independence, creativity, passion and mentorship for the students and mission of Gesu School.

### Position Responsibilities

- Maintaining the school's conduct database and update daily disciplinary referrals, (pink slips).
- Oversee the lateness policy and lateness detention.
- Keep track of student suspensions, expulsions and transfers. Report at the end of each trimester a list of students that are in jeopardy of suspension or expulsion.
- Act as first line of communication to parents who have questions or appeals regarding discipline issues.
- Meet/Schedule Conference with students and or parents) regarding student behavior when needed and provide written feedback about individual students as needed.
- Keep a constant stream of information flowing to teachers about their students and any action taken with student.
- Build strong relationships with students, parents, administrators, counselors, and teachers.
- Create behavior plans as needed and work with teachers/parents to implement plans. Monitor outcomes and make adjustments as necessary.
- Work with Co-Principal's with executing decisions based on reasonable judgment that strives to provide fair and equitable treatment and consideration for all students.
- Work closely with Co-Principal's to ensure consistency in discipline across the school; meet every Tuesday to problem solve with Counseling Team to discuss student behaviors, school wide behaviors with a focus on being more proactive than reactive, trends, and upcoming events, etc.
- Assist the Co-Principal's with ADL's School- Wide Projects, The Annual Walk Against Hate, etc. In addition, with other programs that Gesu School Hosts ~ Speak-Up Conference, Gesu's Annual Symposium and Gala, etc.
- Be prepared to give a general update at faculty meeting regarding upcoming assemblies, programs, projects, etc. that promotes ADL's "No Place for Hate" Designation.
- Help oversee and supervise student national extracurricular programs (Girl Scout Troop, Boy Scouts Pack, YMCA, etc).
- Rotate with Co-Principal's in monitoring lunch/recess periods.
- Perform other duties as assigned.

### General

The Dean of Students position reports directly to the Co-Principal's.

The Dean of Students will work closely with the Co-Principal's, School Counselors, Teachers and Senior Management Team.

This role may require occasional local travel for school initiatives, professional development conferences, etc.

**Education and Experience Required**

- Master's degree preferred.
- A minimum of 3-5 years of successful teaching experience.
- A valid driver's license.
- Leadership experience at the elementary school level.
- Proven record of accomplishment of upholding school culture and academic success.
- Candidate must exhibit a genuine commitment to the Mission/Philosophy and Cura Personalis of Gesu School.
- Candidate must exhibit excellent communication, organization and interpersonal skills.

**Additional Information:**

**If interested, please email the following to (Co-Principal) Sister Ellen Convey, IHM at [ellen.convey@gesuschool.org](mailto:ellen.convey@gesuschool.org):**

- Resume
- Cover letter
- Three letters of recommendation
- Updated clearances (FBI fingerprint, Child Abuse and Criminal Background).

If the position is offered, the candidate will be required to complete the "Protecting God's Children" training through the Archdiocese of Philadelphia. Additional information regarding this training can be found [here](#).

**\*\*Please specify the position you are applying for in the cover letter and subject line. \*\***

**EOE:** Gesu School is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected by law.

To learn more about Gesu School please visit [www.gessuschool.org](http://www.gessuschool.org)