



Position Title: Dean of Students

Job Summary

The Dean of Students is directly responsible for the formulation and implementation of human formation at Bishop Ryan Catholic School.

Responsibilities and Duties

1. Direct the student life of BRCS students in the area of human formation sessions, student mentoring, field trips, clubs, and organizations.
2. Proactively support positive virtuous student culture in the classroom and out through presence, initiatives, education, and mentorship.
3. Implement Responsibility Centered Discipline program.
4. Support teacher classroom management through classroom observation and disciplinary support.
5. Attend to the resolution of student conflicts and enforce the maintenance of student discipline in accord with the Student and Family Handbook.
6. Work closely with the school counselor and chaplain in support of students' spiritual, moral, and behavioral health.
7. Cooperate with parents to foster the overall well-being of students.
8. Schedule
9. Assist the school principal in other duties assigned.
10. Develop and deliver instruction and programming, including professional development in the area of human formation.

Supervised by:

- School Principal

Position Requirements

Education:

- High School Diploma
- Bachelor's Degree in Education, Psychology, or another related field.

Experience:

- Must have experience working with adolescents and teenagers.

Working Conditions:

- Inside and occasional outside environments.

Equipment, Tools, Work Aids:

- Required—telephone, personal computer, facsimile machine, internet, copier, cellular phone, or other items as needed.

Specialized Knowledge and Skills: Must be knowledgeable about human nature, psychology, and theological anthropology in the Catholic tradition.

Personal Traits and Aptitudes: Must be even tempered, an excellent verbal and written communicator, steadfast in the face of difficulty, emotionally mature, and self-possessed in character. This person must have a love for education and compassion for human frailty while inspiring students to moral excellence.

Physical Demands/Traits: Must be able to express or exchange ideas by means of the spoken word; perceive the nature of sounds by ear; perceive the characteristics of objects by sight; work with the hands in placing and turning motions; manipulate small objects with the fingers rapidly and accurately; frequent walking/standing; lift at least 50 pounds with frequent lifting, carrying, pushing, or pulling objects weighing up to 20 pounds.