



JUNIPERO SERRA HIGH SCHOOL

ASSOCIATE DEAN OF STUDENTS

Full-Time 12 months position

Salary Range: \$75,000.00 - \$95,000.00

Junipero Serra High School is a Catholic college preparatory for boys. Located in San Mateo, in the heart of the San Francisco Peninsula, Serra's legacy spans nearly 80 years of excellence in Catholic education. A rich and rigorous academic curriculum, a wide range of extracurricular activities, and an environment of support, compassion, and mutual respect are hallmarks of Serra. Serra's faculty and staff are deeply committed to mentoring their students, providing a framework for young men to grow in faith, intellect and character.

The Associate Dean of Students reports to the Dean of Students and assists in all aspects of policy enforcement for student discipline and deportment as well as maintaining the security and safety of the student body, faculty and staff by patrolling the campus, buildings and grounds.

Responsibilities:

- Ensures that all disciplinary, attendance and safety/security programs and practices reflect the Catholic mission of the school
- Assists in school policy enforcement on student behavior, decorum and attendance in conjunction with the administration, faculty and the office staff
- Maintains the security and safety of the student body, faculty and staff while school is in session by circulating the campus frequently throughout the day
- Serves as traffic safety officer during peak arrival and dismissal times
- Coordinates supervisor's schedules with Dean of Students
- Coordinates and manages parking for faculty & staff and students
- Serves as Dean of Students in his absence
- Serves as the lead supervisor for non-academic student areas during student breaks and oversees the work of other Campus Supervisors in this role
- Helps resolve discipline problems in a fair and just manner and escalates more serious disciplinary matters to the Dean of Students and/or Assistant Principal for Student Life when necessary
- Assists the Dean of Students in implementing action plans and immediate responses to imminent threats of violence, criminal incidents, emergency medical incidents and other such related campus safety issues
- Assists the Dean of Students and the Assistant Principal for Student Life in coordinating emergency planning and preparedness procedures in conjunction with the Chairperson of the Serra Emergency Response Team (SERT)
- Assists the Dean of Students in holding regular emergency drills including, earthquake, fire, lockdown and shelter-in-place drills and exercises as required by law and helps to verify that all staff and students are accounted for during these events.
- Assists the Dean of Students with supervision at school dances, athletic contests and other events, etc.
- Serves as administrator in charge at various school events (mainly but not exclusively: football, basketball), school dances, etc.

A CATHOLIC COLLEGE PREPARATORY



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- Assists in supervision with afternoon detention
- Establishes and maintains good rapport with students, staff and community members in order to ensure a safe campus environment at all times.

Due to the nature of this position coaching or leading co-curricular and extra-curricular activities may not be possible.

Qualifications

Professed and Practicing Catholic preferred

Bachelor's degree preferred

Demonstrated knowledge of security procedures/protocol

Such alternative or additional qualifications as the school deems appropriate

Physical Requirements and Work Environment

- Ability to lift up to 25 lbs.
- Ability to work extended periods of time standing and at a desk and computer
- Generally works in standard office conditions and climate
- Ability to safely and comfortably travel around the campus

To apply, please complete the employment application (required) [click here](#) attach the documents listed below, and email your submission to hr@serrahs.com.

- Cover Letter & Resume
- List of references or at least 2 letters of recommendation

ALL EMPLOYEES OF THE ARCHDIOCESE OF SAN FRANCISCO SHALL BE EMPLOYED WITHOUT REGARD TO RACE, COLOR, SEX, ETHNIC OR NATIONAL ORIGIN AND PURSUANT TO THE SAN FRANCISCO FAIR CHANCE ORDINANCE, WILL CONSIDER FOR EMPLOYMENT QUALIFIED APPLICANTS WITH CRIMINAL HISTORY

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