



Job Title: Middle School Dean of Students

Contract Period: 11 Month

Reports to: Middle School Principal

Position Summary and Purpose:

Monte Cassino School seeks a Middle School Dean of Students to begin work in **July 2024**.

Monte Cassino School is a Catholic Benedictine, independent, co-ed school, Grades PK3-8, with an Early Childhood Learning Center (PK3-K), Elementary School (grades 1-4), and Middle School (grades 5-8) in Tulsa, Oklahoma. With over 780 students, and rooted in the Values of Benedictine education, Monte Cassino School inspires its students to lead and serve, through lives of purpose that integrate faith, academics, community, and personal growth in pursuit of the school motto, *“Every day at Monte Cassino School we do our best so that in all things God may be Glorified.”*

The Middle School Dean of Students is responsible for, in collaboration with the Middle School Principal, the overall operations of Student Life in the Middle School. As a member of the MS Leadership Team, the MS Dean of Students works closely with the Middle School Principal and the Head of School, as well as with all faculty and staff, to ensure that the program and operations reflect the Values of a Benedictine education in best practices of pedagogy, technology, student wellness, and relationship building. The Middle School Dean of Students is committed to embracing the Benedictine Values in a professional, strategic, and caring demeanor.

The Middle School Dean of Students:

- Is a hands-on advocate for our school motto, *“Every day at Monte Cassino School we do our best so that in all things God may be Glorified”* and adherence to community norms as articulated in the parent-student handbook
- Works directly with the middle school principal on all issues involving student life and programming
- Oversees and guides all aspects of student life, including developing a culture of honor, developing student leadership opportunities and programming, and aware of new trends and innovative practices in this area
- Will develop new opportunities for student mentoring and relationship-building with the ECLC and elementary school students
- Organizes, supervises, and chaperones school activities, such as field trips, athletic events, and dances
- Will lead and implement the middle school advisory program and weekly assemblies ensuring they are student-centered and provide leadership opportunities
- Embodies a leadership style that builds a positive school culture
- Is a leading and active participant in the life of the middle school
- Supports the welcome and onboarding of new students and families
- Maintains the calendar for MS student life and manages the budget
- Attends to matters of student comportment and discipline, including facilitation of meetings and communication with faculty and parents, and utilizes the restorative justice process when needed
- Cultivates an environment where students feel they are seen and valued and feel a sense of belonging
- Liaises with the admissions office to coordinate open house, student panels, and shadow days; liaises with the PTO for middle school activities
- Takes the lead on student transition activities from elementary school to middle school (4th to 5th)

- Works closely with the school counselor, teachers, and principal to ensure a positive social-emotional environment in the middle school
- Assists in the annual editing of the parent-student handbook
- Leads a student advisory and may teach up to 2 classes, depending on academic discipline
- Coordinates additional logistics of MS student life as needed and works a.m. and p.m. car line duty
- Other duties and projects as assigned by the middle school principal and head of school

The desired candidate has:

- Teaching experience
- Excellent communication skills
- Strong organizational and follow-through ability
- Strong problem-solving and project-management skills
- Collegial disposition and ability to work with and alongside adults in the community
- Sense of humor, creativity, situational awareness, and flexibility
- Passion for and experience working with 5th-8th grade students (ages 11-15)
- Master's degree (valued but not required)
- Proficiency with MS Office (valued but not required)

Physical requirements:

- Works at desk and on a computer for periods of time; must be able to operate office equipment
- Works in a fast-paced environment, dealing with a wide variety of challenges and deadlines
- Must have the physical energy and stamina to move about campus throughout the day, including climbing staircases; may work long hours
- Be able to occasionally lift, push, or pull up to 50 pounds
- Works intermittently in a variety of weather conditions, including the possibility of extreme heat and cold

How to apply:

Monte Cassino is seeking an educator with experience in independent, Catholic, public, or charter schools.

Applicants of diverse, underrepresented backgrounds are encouraged to apply. Interested candidates should submit the following: MCS employment application, letter of interest, and resume with a list of references. All documents should be emailed in PDF format to Mrs. Charissa Reece, Administrative Assistant to the Head of School, at creece@montecassino.org with the subject line: Middle School Dean of Students.

Non-discrimination statement:

Monte Cassino School provides equal employment opportunities (EEO) to all employees and applicants regardless of age, color, disability status, national or ethnic origin, race, religion, sex, veteran status, or any other class protected by state or federal law. As a Catholic school in the Benedictine tradition, Monte Cassino reserves the right to use religion as a hiring criterion for selected positions, as permitted by law. Employment offers are contingent on the satisfactory outcome of a standard background screening.