

## **Job Description: Dean of the Secondary School**

**Reports To: Headmaster**

**Date: June 30, 2010**

**PURPOSE:** The Dean of the Secondary School is in charge of the spiritual development, disciplinary needs, and guidance needs (college, career and development) of secondary students and serves the Secondary Faculty by handling day to day needs for assistance and scheduling.

### **DUTIES/RESPONSIBILITIES:**

1. Propagate the vision of the school to the Secondary school faculty, parents and students **resulting in** a Secondary school full of truth, beauty and goodness and thus fulfilling its mission **by:**
  - a. Understanding the vision and mission of the school
  - b. Being an exemplar concerning professional personal standards, dress and manners
  - c. Assisting the Headmaster with weekly faculty meetings and quarterly In Service Day workshops
  - d. Maintaining the school a spirit conducive to prayer and study.
2. Leads Secondary school's devotional and spiritual life **resulting in** a secondary school growing in faith, hope and love **by:**
  - a. Working to support and inspire a sense of joyful devotion to Christ in the lives of students and teachers.
  - b. Creating material that enables the homeroom teacher to lead devotions.
  - c. Leading or assigning leadership of corporate devotions in the secondary school.
  - d. Interacting with secondary students, learning their needs, knowing their lives and struggles, and encouraging them and praying for and with them.
  - e. Encouraging and training older secondary students to be spiritual leaders in their homeroom and in our school by:
    - i. Working with Grammar School Principal and Secondary Teachers to allow responsibility and mature secondary students to serve in Grammar School classes, activities, and recesses.
    - ii. Working with Secondary Homeroom Teachers and older students for older students to lead some of the homeroom devotions.
3. Oversees Secondary school student discipline **resulting in** the Secondary school having a godly aroma full of grace **by:**
  - a. Being the "first responder" to disciplinary needs in the Secondary School
  - b. Building relationships with students
  - c. Correcting negative trends and inspiring positive cultural growth (reporting on these trends to the headmaster)
  - d. Communicating with Headmaster, Faculty, and Parents in cases of serious student misbehavior
  - e. Enforcing uniform policy and appearance policy to assure that students are dressed appropriately
  - f. Setting and promoting biblical standards of holiness by praising it both publicly and privately
  - g. Communicating with parents concerning disciplinary issues
  - h. Making sure that school office has accurate records of disciplinary actions
  - i. Suspending Secondary school students when necessary
4. Listening to secondary faculty needs and meeting needs as able **resulting in** faculty needs being heard and met in a timely manner **by:**
  - a. Working with faculty to determine students' needs and making sure that policies are in place to meet those needs
  - b. Reporting needs and problems in secondary school to headmaster.
  - c. Overseeing attendance and tardiness issues as it pertains to day to day issues—reporting problems to the headmaster
5. Direct the assigned tasks of the daily operation of the Secondary school **resulting in** a school that runs smoothly **by:**
  - a. Coordinating activities (and their scheduling)

- b. With Headmaster and Grammar Principal establishing the annual Secondary school master schedule for instructional programs
  - c. Ordering secondary books during the summer and during the school year.
- 6. Oversees the purchase of Secondary school materials and equipment **resulting in** Secondary school teachers having the materials and equipment that they need **by**:
  - a. Giving input for the creation of the yearly budget to the headmaster.
  - b. Overseeing Secondary school curriculum choices and development with the Curriculum Committee and the faculty of the school to foresee needed curriculum, and improve or replace deficient curriculum
  - c. Selecting instructional materials and equipment by making choices or approving all recommendations.
- 7. Oversees student transcription and college applications resulting in students being presented in the best light possible as they apply for further studies by overseeing the work of the Guidance Counselor by
  - a. Working with outside resources (like UI 13), parent volunteers, and paid staff, to make sure that:
    - i. Students and parents are informed of the dates, purposes and preparation for upcoming tests (PSATs, SATs).
    - ii. Leading training efforts for students' preparation for SAT.
    - iii. Making sure that transcripts are kept up to date and accurate.
    - iv. Students have all of the teacher recommendations that they need.
  - b. Guiding and directing students into proper programs and activities to prepare them for college in general or particularly for the college or program in which they are interested.
  - c. Overseeing Secondary honors making sure that honors are given correctly. (This includes academic honors, the Christian Character Award, and Valedictorian and Salutatorian.)
- 8. Other responsibilities as required by the Headmaster.

#### **QUALIFICATIONS:**

- 1. Must work well with faculty, students and parents.
- 2. Must have good oral and written communication skills.
- 3. Must be an excellent example of Christian maturity for the community.

**SUPERVISORY RESPONSIBILITIES:** The Secondary Dean oversees under the Headmaster the Secondary school faculty and students.

**WORK ENVIRONMENT/DYNAMICS:** The Dean of the Secondary School must be able to work with little direct supervision. **WORK YEAR:** This position is a full-time position over the school year and a part time position over the summer 3 days a week.

**SCHEDULE FOR EVALUATION:** The Dean of the Secondary School will be evaluated annually by the Headmaster with input from the Board. A new Dean of the Secondary School will have a 60 day evaluation by the Headmaster during his first year.

My signature below indicates that I have reviewed this job description, have received a copy of it, and have had an opportunity to prepare an addendum. I understand that I will be evaluated based on my performance of these duties and responsibilities.

_____	_____
Employee Signature	Date