



# Dean of Students Job Description

## Crossroads Christian Academy

**Job Goal:** The Dean of Students, serves as a leader in the planning, coordination, and administration of school activities and programs, including student conduct and attendance, athletics and extracurricular programs, health services, event management, and school plant operations.

**Line of Authority:** The Dean of Students reports directly to the Director. S/he serves as a member of the administrative staff and accepts responsibilities as identified by the Director.

### General Qualifications:

- Have a deep commitment to Jesus Christ based on a personal relationship with Him.
- Be a servant leader
- Have a calling to ministry in and through education.
- Have a solid conviction that Christian education is of utmost importance in guiding children in today's world.
- Have a solid understanding and commitment to CCA's guiding statements.
- Have experience in the international school setting (preferred).
- Be effective in oral and written communication.
- Be a team player, responsive to the school board and school staff.
- Build positive relationship with students, staff, parents, and the community.
- Understand and appreciate the Love and Logic approach to discipline
- Facilitate the resolution of conflict
- Have a strong command of both English and Spanish (preferred)

### Spiritual Responsibilities:

- Be a spiritually mature and growing Christian who is active in his/her Christian life.
- Be a role model in speech, actions and attitudes (both on and off campus) and model a consistent daily walk with Christ.
- Follow the Matthew 18 principle in interactions with parents, students, staff, administration, and Board.
- Maintain active participation in a local body of believers.
- Pray for CCA regularly – the Board, the staff, the families, the students, and the activities.

### General Responsibilities:

- Performs a variety of administrative duties to assist the Director in managing the school; assumes the duties of the Director in the absence of the Director and as assigned.
- Serves as a resource for administrators, staff, and parents in working with students creating a positive school climate, and helping students develop a positive self-concept.
- Develops and administers disciplinary procedures in accordance with school policies; receives referrals and confers with students, parents, and teachers; responds to and resolves parent, student, and staff concerns and complaints; serves on discipline committees as assigned. Leads development of intervention strategies.
- Assists staff with the creation and alignment of classroom student behavioral expectations and classroom management plans.

- Manages the documentation of student behavior through the student management system RenWeb
- Supervises students on campus before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines
- Provides leadership for attendance improvement efforts; calls parents and attends meetings as needed regarding absent or tardy students
- Liaison to the after school program in collaboration with school personnel
- Liaison to student government, extracurricular activities, the student athletics program, and other competitive or performance programs and events. Supervises activities, including evening activities, as assigned. Coordinates with Athletics to plan and carry out the school's student activities.
- Oversees event management (carpool, school events, etc.); attends meetings of parents and other groups
- Works with the Director to establish a safe and secure learning environment for students. Develops plans for emergency situations in collaboration with other administrators and staff; directs the staff on duty; plans and debriefs emergency drills; updates the school safety plan.
- Participates in administrative meetings and training to improve administrative skills; maintains current knowledge of the school's adopted curriculum
- Oversees the school's health services
- Performs other duties as assigned