



High School Dean of Students Job Description

Purpose of Position:

The High School Dean of Students fulfills the mission of Des Moines Christian School by fostering a positive and engaging student culture. This position collaborates with the Head of High School and Counseling and Student Support teams, and faculty to provide programming and support that enable students to flourish.

Position:

- Full-Time
- Schedule: 10-month position (August - May)
- Salaried, at-will employee

Reports To: Head of High School

Direct Reports: None

Qualifications:

- BA/BS required.
- M.A. or M.S. in Educational Leadership or in pursuit of receiving preferred.
- Experience in Christian Education preferred.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.

Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- A teacher and learner at heart who loves students of all ages and exudes enthusiasm for shepherding the growth of children.
- Characterized with integrity and maintains confidentiality.
- Demonstrates consistent spiritual leadership applying grace and truth when working with staff and students.
- Proven ability to work in a leadership role with diverse groups, including faculty, staff, students, administrators, and parents.
- Demonstrates excellence in written and verbal communication.
- Utilizes critical thinking and problem solving skills.
- Ability to effectively carry out a range of activities while also being able to foster deep, meaningful relationships with students and staff.

Responsibilities:

Student Life

- Fosters a student culture that fulfills the DMC mission and helps students live out the high school purpose statement: live with integrity, lead with boldness, build community in Christ.
- Cultivates an open and approachable leadership environment that invites dialogue, creativity and collaboration while taking into consideration student feedback.



- Prioritizes being a visible presence among the High School students.
- Coordinates the High School student leadership program.

Student Management

- Oversees day-to-day disciplinary issues in the High School, working closely with the Head of High School, faculty, and staff.
- Approaches discipline through the lens of restorative practices and executes a behavior management system that is grounded in a journey of helping students better understand their identity in Christ.
- Communicates with parents effectively and proactively regarding student behavior concerns.
- Monitors student attendance and contact home to follow-up on excessive and extended absences.
- Maintains a system for accurate and complete record-keeping and reporting for all attendance and disciplinary records.

Administrative

- Creates special schedules as needed for student events and activities ensuring coordination with other school departments.
- Partners with Student Support Services to ensure that accommodations are being carried out with fidelity.
- Serves on the High School Building Leadership Team.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings.
- Carries out supervisory responsibilities as needed when Head of High School is off campus.
- All other duties as assigned by the Head of High School.

2/2023