



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

DEAN OF STUDENTS

Qualifications:

- Approved by Principal and President
- Certifiable as a teacher by State of Wisconsin
- Commitment to Catholic schools
- Courses in school Administration/Leadership
- At least three years of successful teaching in Catholic schools or similar experience
- Working knowledge of current Church documents related to Catholic schools.

Reports To: Principal

Responsibilities:

The Dean of Students administers student personnel programs in Regis Middle School and/or Regis High School. The Dean of Students will assist in the smooth functioning of the school by enforcing school policies and regulations.

I. Students

- A. Monitor and enforce the administration of student discipline following guidelines established by the president, principal, and RCS Handbook.
- B. Confer with administration, teachers, students, and parents concerning educational and behavioral problems.
- C. Keep in confidence any administrative, faculty/staff, or parent discussions/decisions.
- D. Document concerns of students, teachers, staff, or parents in writing.
- E. Conduct tours, orientate students/parents, and facilitate enrollment of students.
- F. Supervise students in attendance at school events
- G. Supervise RMS lunch
- H. Follow-up on records of student attendance
- I. Coordinate detention program for the supervisor
- J. Assists with the placement of students in the Resource Room.

II. Management

- A. Assists with the competition of RMS Teacher Evaluations
- B. Organizes RMS Shadow Days
- C. Assists with school-wide events including but not limited to Awards Assembly, Sports Day, 8th Grade Promotion, RHS Graduation, and All-System Mass
- D. Demonstrate a cooperative manner, willing to work where needed, and assist until assigned jobs are completed.
- E. Contribute to positive interpersonal and interdepartmental communication.
- F. Demonstrate support of fellow employees and administration through actions and comments.

- G. Attend meetings, workshops, conventions and training sessions when needed.
- H. Implement the building-level crisis management plan.
- I. Provide mediation intervention in routine teacher-student-parent disagreements.

III. Perform other reasonable duties as directed by the Principal or President.

- A. Oversees campus parking violations and traffic enforcement.
- B. Walk about school building and property to monitor safety and security.
- C. Carries out all Diocesan policies and local policies.
- D. Acts as Principal in absence of Principal.
- E. Completes additional tasks as necessary to ensure quality educational, co-curricular, and spiritual growth for students at Regis.

IV. Catholic Identity

- A. Promotes a Catholic environment where students experience the Gospel message.
- B. Responsible for promoting Catholic values within the secondary programs.
- C. Encourages the development of a faith community within the secondary schools.
- D. Keeps self current with Church teachings.

Assistant Principal/Dean of Students

Date

Principal

Date

President

Date