



Job Description Dean of Students

DEAN OF STUDENTS: [Online Application](#)

Westminster Christian School exists to provide an environment where students encounter the love of Christ, experience transformation, and are driven toward excellence. Westminster aims to educate the whole child; preparing each child academically, spiritually, socially, emotionally, and physically in order to live for God's glory and serve his kingdom. As such, all Westminster personnel will maintain the Biblical standards of high character, while working to support staff and administration with the ultimate goal of providing an enriching educational experience for students. All Westminster personnel submit to Scripture as their authority in faith and in life in order to set an example for students. In all, Westminster personnel will work to the school's end of providing a loving, transformational, and excellent environment for students to learn and grow.

PURPOSE OF POSITION:

The Dean of Students fulfills the mission of Westminster Christian School by fostering a positive and engaging student culture. This position collaborates with the Head of School, Administrative team, and faculty to provide programming and support that enable students to flourish.

Position: Full-Time; 12-month position; salaried, at-will employee

Reports To: Head of School

Direct Reports: None

QUALIFICATIONS:

- BA/BS required.
- M.A. or M.S. in Education, School Counseling, Educational Leadership or in pursuit of receiving preferred.
- Experience in Christian education preferred.
- In agreement with the Westminster Christian School Statement of Faith.
- Active member/regular attendee of a Bible believing church and committed to growth in his/her personal relationship with Jesus Christ.

PROFESSIONAL PROFILE:

- Demonstrates commitment to the mission of Westminster Christian School: advance a loving, transformational, and excellent culture as we launch faith-rooted and life-ready young men and women into the world for Christ.
- A teacher and learner at heart who loves students of all ages and exudes enthusiasm for shepherding their growth.
- Characterized by 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 Westminster Christian School's mission and helps students live out the school's core values: love one another, be transformed to be more like Jesus, pursue excellence in all things to glorify God, and stand firmly upon Biblical truth.
 - Collaborates with chapel leadership to oversee discipleship of student spiritual growth.
 - 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 high school and middle school students.
 - Develop a high school student leadership program.
 - Expand and formalize the current peer mentoring program.
 - Supports new students and their families.

- **Student Management**
 - Oversees day-to-day disciplinary issues in the high school and middle school, working closely with the Head of School, faculty, and staff.
 - Leads teacher trainings on classroom management.
 - 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.
 - Assigns and coordinates detentions or other discipline measures.
 - Monitors student attendance and contacts 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.
 - Oversees unstructured times throughout the day in the middle school building (hallways, lunch, before/after school).

- **Administrative**
 - Creates special schedules as needed for student events and activities ensuring coordination with other school departments.
 - Partners with Student Resource Services to ensure that accommodations are being carried out with fidelity.
 - Serves on the Administrative 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.
 - All other duties as directed by the Head of School.

Please complete the [Online Application](#) and send your current resume to [Deb Hoon](#), Head of School.