



Job Description

Position: Dean of Students

General Purpose

The dean of students is responsible for student culture, discipline, and support. The dean of students assists in the overall operations of the school. The dean of students implements and upholds the high expectations for academic, spiritual, character, and professional growth of teachers and students, which will serve to bring the mission and vision of Summit Christian School to fruition.

Position Term and Evaluation

This position commences on August 1 and concludes on July 31. The position is renewable pending the results of a performance evaluation that will be completed by the head of school.

Main Job Tasks and Responsibilities

- Assists with spiritual leadership of the school.
- Cultivate an effective, efficient, and positive climate and culture for learning.
- Model and maintain healthy, biblical communication.
- Assist in developing and implementing school-wide initiatives.
- Monitor student attendance.
- Oversee and administer student discipline.
- Oversee and evaluate tutoring faculty and support staff.
- Create school calendar
- Serve on school board as non-voting member
- Other duties and responsibilities as assigned by the head of school

Education and Experience

- **minimum education level:** master's degree in education
- understanding of school administration
- minimum of five (5) successful years of teaching experience
- experience in and vision for curriculum and instruction
- demonstrated effective leadership
- public relations experience
- working knowledge of computer applications such as Microsoft Office, Google Suite, and web-based data systems

Key Competencies

- professional dress and attitude
- servant's heart
- steadfast spirit and integrity
- collaboration
- initiative, planning, and organizing
- attention to detail
- information collection and monitoring
- problem analysis, problem solving, and mediation
- excellent written and verbal communication skills
- confidentiality