

Jupiter Christian School

High School Dean

Job Description

Jupiter Christian School seeks a dynamic educational leader who is passionate about the High School age group (9th – 12th grade) to serve as High School Dean of Students.

Founded in 1963, Jupiter Christian School is committed to excellence in teaching the mind, reaching the heart, and inspiring servant leaders to impact the world for Jesus Christ. Jupiter Christian School distinctively educates students in a Nurturing Community to Excel in life and Engage the world.

Job Summary: The Jupiter Christian School employee must be a spiritually sensitive individual who understands the mission and philosophy of Jupiter Christian School and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgement, dignity, respect, and Christian living according to the Conditions of Employment outlined in the JCS Employee Handbook. The employee must be a born-again Christian with spiritual maturity in academic and leadership abilities that will enable him/her to teach God's truth. The ability to communicate well with various types of people, handle confidential information appropriately, maintain a courteous, professional, and respectful attitude and integrity in all situations are pre-requisites.

General Description of Duties and Responsibilities

The High School Dean of Students fulfills the mission of Jupiter Christian School by fostering positive and engaging student culture. Reporting to the High School Principal, the High School Dean of Students is responsible for monitoring and enhancing the quality of student life in the High School including student behavior and student-centric events. The High School Dean will assist the High School Principal in overall administration of restorative discipline, discipleship, and campus-level day-to-day operations. The Dean of Students helps to foster a positive, engaging, and caring atmosphere, and a healthy High School community by providing programming and leadership opportunities that enable students to flourish. The Dean of Students proactively and effectively communicates with parents. The High School Dean of Students works closely with the HS Guidance Counselor, Spiritual Life Director, Department Chairs/Academic Leads, and HS Principal.

Discipline

- Oversees day-to-day disciplinary issues in the High School (grades 9-12), working closely and collaboratively with administration, faculty, and support 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.
- Supports and partners with teaching teams by modeling grade-appropriate classroom intervention strategies and practical restorative discipline and discipleship.
- Communicates with parents effectively and timely, both verbally and in writing, regarding student behavior concerns, disciplinary event, or consequences.
- Maintain accurate records via the school's SIS (Blackbaud) of disciplinary infractions and consequences.
- Provides weekly discipline report of student infractions to High School Principal.
- Provides quarterly data and assessment of discipline trends across grades 9-12.
- Creates schedule for and oversees weekly lunch and after-school detentions and Saturday School (no more than once a quarter).

- Provides appropriate communication and intervention to students and families for excessive and extended absences, as reported by Attendance Manager.
- Works directly with division Principals to create and monitor behavioral contracts for students needing intervention.

Student Life

- Fosters ongoing student programming that is both fun and builds community.
- Cultivates an open and approachable leadership environment that invites dialogue, creativity, and collaboration around the student culture and climate.
- Prioritizes being a visible presence among the High School students.
- Assists and collaborates with the HS Principal, HS Student Development Coordinator, and Department Chairs/Academic Leads, and Guidance in developing and implementing the HS Advisory Program.
- Assist HS Principal, HS Student Development Coordinator, and Director of Spiritual Life in planning and chaperoning High School student events focused on community, personal development, and spiritual formation e.g. High School Retreats, Spiritual Emphasis Week, R.E.A.C.H. Week, etc.
- Supports Student Government Advisor(s) by reviewing and collaborating on all Student Government planned events e.g. Homecoming, Campus Christmas, Spirit Week, etc.
- Work collaboratively with LS/MS team to build ongoing K-12 programming that is both fun and builds community.
- Work collaboratively with school counselors and nurses to support student needs, referring potential counseling issues to Guidance and medical issues to Clinic.

Administrative

- Creates special schedules for student events and activities ensuring coordination with other divisions
- Co-chair the Discipline Review Committee of administration, teachers, and students with primary responsibility of reviewing handbook each year to ensure accurate documentation and explanation of current school policies and practices relating to discipline.
- Assist with oversight of Student Advisory Program with HS Principal.

Qualifications

Education

- Required: Bachelor's Degree in Education, School Counseling, or Ministry
- Preferred: Master's Degree in Education, Educational Leadership

Experience

- Preferred: Minimum of five years of teaching, school counseling, or ministry experience