Title: Dean of Students
Supervisor: High School Principal
FLSA Status: Exempt (Salaried)/12-Month

Purpose Statement: The primary goal of this role is to provide a shepherding & administrative oversight function, plus ministerial support for both HS and MS students, as well as towards parents and staff, with specific regard to student and campus/community discipline, events, safety, and wellness, all in accordance with the philosophy, policies, and procedures of Monte Vista Christian School.

Essential Job Duties:

- Collaboration & shared management with both High School & Middle School administrative team.
- Oversight of campus safety protocols & crisis management processes.
- Management and facilitation of faculty, parent, and student safety & wellness training, working with the Care Team & support staff.
- Oversight & daily carrying out of the Parent/Student Handbook policies, with emphasis on setting & re-setting student expectations.
- Provision of both advocacy & accountability for students.
- Participation in & supervision of school events, working with student leadership organizations and MVC administration.
- Oversight of campus security.
- Regular involvement & participation on the Campus Safety Committee.
- Other assignments & responsibilities, as assigned.

Abilities, Knowledge, & Expectations:

- Must be in accordance/unity with the philosophy, policies, and procedures adopted by the MVC Board & Administration, and must work as a team member with other MVC administrators.
- Must be an exemplary Christian role model, demonstrating strong Christian character in word and deed; must take a conservative biblical approach to Christian education with a strong spiritual stance that conveys the same to the school community.
- Must be experienced in secondary education with knowledge of adolescent development and secondary school management practices.
- Must have knowledge of restorative discipline philosophy and adolescent development.
- Other, as assigned.

Minimum Qualifications:

- Minimum Master's degree required, Certificated credential preferred.
- Minimum of 5 years in secondary education.
- Self-motivated and has the ability to motivate others.
- Able to meet deadlines and work under pressure.
- Detail-oriented, accurate, and precise.
- Capable of handling and controlling multiple projects.
- Demonstrates leadership skills with strong team player attitude.
- Maintains a high level of integrity and confidentiality.
- Energetic, personable, and dependable.
- Has the ability to work with people from diverse backgrounds.
- Strong oral and written communication skills.

Physical Requirements:

Ability to lift up to 25lbs.
Ability to operate a telephone and other relevant office equipment.
Ability to sit, walk, stand, bend, and/or squat, perhaps for prolonged periods of time.

Acknowledgment of Monte Vistas Christian Distinctives

Employee acknowledges that he/she has been informed of and understands MVC's Christian distinctives, vision, and mission as a California-based religious corporation. Additionally, the employee agrees that he/she shall do nothing to his/her relationship with MVC to undermine its Christian mission or efforts. Finally, the employee further agrees and understands that his/her services are a necessary part of MVC's Christian work, and that his/her conduct must conform to the school's formal Standards of Conduct and Statement of Faith, as listed in both the school's employment application and MVC Employee Handbook.

At Will Employment

Employee understands and acknowledges that, unless otherwise defined by applicable law, any employment relationship with MVC is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time, with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct, unless the MVC Head of School specifically acknowledges such change in writing.