

*Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life. To learn more about the school please visit: [www.cristoreyatlanta.org](http://www.cristoreyatlanta.org).*

### **Dean of Students**

**Reports to:** Principal

**Position Type:** Ten month with all school holidays

**Summary of Job Responsibilities:** The Dean is responsible for the general good order and discipline of the school, assisting with the reconciliation and maintenance of attendance records, and the supervision of student health services. The Dean is an active member of the Crisis Team and sits on the Principal's Administrative Team with the Assistant Principals.

### **Responsibilities:**

- Prepare and enforce the regulations governing student appearance and conduct.
- Interpret the disciplinary policies for students, faculty, and parents.
- Supervise and assist the school nurse with ill students.
- Coordinate the supervision of the cafeteria during the lunch periods, maintaining order and supervising clean up.
- Determine the appropriate sanction for student violations of discipline policy, assign demerits for detentions, suspensions, etc.
- Convene and chair the Discipline Board as directed by the Principal.
- Recommend dismissals to the Principal, as needed, and report other actions taken by the Deans' Office.
- Monitor after school detention.
- Insure the good order of the school day and the good order of school events by working with moderators and by being present as needed and when expected.
- Oversee the production of the daily attendance record, showing absences and tardies.
- Maintain student disciplinary records.
- Assign students to individual school lockers and maintain records of location and locker combination.
- Assist the Director of Facilities and Crisis Team in conducting tornado, emergency evacuation, and shelter-in-place/lockdown drills.
- Participation in committees an/or project groups, as assigned
- All other duties, as assigned.

### **Qualifications:**

The ideal candidate will have excellent communication and people skills, with an emphasis on working in a high school environment. He or she will be motivated by the mission of the school and its impact on the families served. In addition, applicants should meet or exceed the following requirements:



- Bachelor's degree or higher
- Excellent organizational skills - with emphasis on attention to detail
- Excellent inter-personal skills – high energy, positive, influential, and collaborative
- Sensitivity to the ethnic, racial, and religious backgrounds of the student body and coworkers
- Excellent communication skills - verbal (in person and over the phone) and written
- Experience with Microsoft Office Suite - proficiency in Word, Excel and Outlook is a required
- Ability to maintain confidential information and documents
- Bi-lingual fluency in English and Spanish a plus (verbal and written)

**Apply:**

To apply, submit the following items to Human Resources at [hr@crstoreyatlanta.org](mailto:hr@crstoreyatlanta.org). Please include the position in the subject line.

- Resume
- Cover letter
- Contact information for 3-5 professional references (direct phone and email)

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