

# **Cristo Rey Jesuit High School**

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## **Dean of Students Job Description**

Cristo Rey Jesuit High School, a Catholic college preparatory school located in the Pilsen neighborhood, is seeking a Dean of Students for the 2008-09 school year.

### **Dean of Students:**

The Dean of Students office at Cristo Rey Jesuit High School is responsible for organizing and implementing the norms of conduct as they relate to the behavior and discipline of the students. Duties include, but are not limited to, the following areas:

### **Supervision**

- To supervise and monitor those structures developed to serve as consequences for inappropriate behavior, such as daily detentions, Saturday detentions, suspensions, expulsions, and parent meetings.
- To be present at the various entrances of school as students enter the building in the morning, and play an active role in the security of the buildings and campus.
- To be present at school-related functions such as school dances, talent show, prom, etc. and work alongside Chicago Police officers to implement security and safety measures.
- To coordinate Beginning of Year and End of Year procedures such as locker assignment.

### **Method**

- To use one's discretion in the consistent implementation of the rules, always keeping the student's and school's well-being in mind.
- To carefully monitor and address excessive student absences and tardies.
- To maintain student discipline / conduct and follow-through with correspondence, documentation, and record keeping relating to discipline.
- Data entry of detentions and running statistical discipline reports.
- To make necessary changes to the Student Handbook on a yearly basis.
- To communicate with student parents on a regular basis addressing behavior concerns as well as positive reinforcement.
- To serve on the school's Review Board and work with Head Asesores to monitor student behavior by grade level and address accordingly.

### **Formation**

- To coordinate new student and faculty orientation relating to the norms of conduct.
- To collaborate with the Associate Principal in refining a behavior management system that positively affects student behavior in the school.
- To assist the faculty in developing, implementing and monitoring prescribed interventions for individual students.
- To work collaboratively with the Director of Counseling and Nurse Practitioner in addressing emotional and health issues which may be affecting student behavior.

**Communication:**

- Communicate with students' regarding pending discipline consequences.
- To communicate students' status to Asesores on a regular basis.
- To facilitate meetings with parents, Asesores and other school officials in accordance with school policy.

**Requirements:**

- Education: Bachelors degree
- Willingness to learn and implement differentiated instruction techniques.
- Experience teaching or working at a school.
- Spanish language fluency preferred.

Cristo Rey provides generous health benefits and a 401(k) plan. Salary is commensurate with education and relevant experience. [www.cristorey.net](http://www.cristorey.net)

**Please send resume to Antonio Ortiz, Associate Principal, at [aortiz@cristorey.net](mailto:aortiz@cristorey.net).**