

**Garces Memorial High School  
Job Description**

**Job Title:** Dean of Students  
**Reports to:** Assistant Principal of Student Life, Principal  
**Oversight:** Student Discipline, Attendance and School Safety  
**Evaluation:** Evaluated Annually by the Principal  
**Typical Hours:** 8:00 AM – 5:00 PM, Monday–Friday  
EVENING/WEEKEND ACTIVITIES: All School Dance, Home Football Games and other home athletic events and student life events as needed  
**FLSA:** Full Time Exempt  
**Salary:** \$65,000-\$100,000: Commensurate with experience and education.

**POSITION OVERVIEW:**

The Dean of Students plays an important role in fostering a positive and supportive learning environment in collaboration with school staff, students, and families to promote positive behavioral outcomes and ensure consistent implementation of school discipline policies. The Dean of Students is the chief coordinator and director of all student safety-related issues and is the overall supervisor for the conduct of students during school and at all school activities. The Dean is responsible for the attendance records of all students at Garces Memorial High School. The Dean of Students is supervised, directed, and evaluated by the Principal.

**RESPONSIBILITIES/DUTIES ESSENTIAL JOB FUNCTIONS:**

1. Supports and upholds the philosophy of Catholic education and the mission of the school.
2. Is responsible for the planning and coordination of all emergency and evacuation plans and drills.
3. Supervisor for the conduct and attendance of all students, oversee the student code of conduct, supervise daily attendance procedures and oversee the daily operations of the school as they relate to student behaviors and safety.
4. Ensure that the Principal is informed of the day to day operations of the school and confer with him/her regarding policy decisions and changes in progress.
5. Oversee all school detention and disciplinary actions.
6. Work in conjunction with the Directors of Athletics and Activities to administer the Student Insurance Program, including all off campus trips.
7. Process all student accident reports and forward a copy of each to the Principal and the Diocese of Fresno.
8. Work in conjunction with the Principal and Director of Facilities to develop and implement rules and regulations to protect school facilities and property against unauthorized use, abuse, damage and theft.

9. Works with other administrators, teachers, and other support staff to strategize solutions related to tardiness and/or absenteeism.
10. Oversees all behavior intervention implementation.
11. Oversees the budget for the Dean's office and security.
12. Assign faculty responsibilities during the lunch period.
13. Work in conjunction with the Directors of Athletics and Activities for the hiring of additional security personnel for various student events.
14. Bring morale problems to the attention of the Principal.
15. Ensure teacher compliance with rules and regulations to protect school facilities and property against unauthorized use, abuse, damage and theft.
16. Be available for teacher/parent/student conferences especially in the areas of behavior and attendance.
17. Collaborate with the Principal and Assistant Principal's regarding the dismissal of a student for social and emotional or discipline reasons.
18. Supervise and observe teachers in classroom instruction through classroom visitation and teacher conferences.
19. Refers information to the Principal promptly regarding incidents or situations that could result in immediate school wide disruption.
20. Conduct and organize orientation of new faculty members.
21. Coordinates with the Principal for weekly internal and external communications.
22. Confer with law enforcement agencies, faculty, activity moderators, parents and students on disciplinary matters as needed.
23. Supervise the attendance records and administer disciplinary procedures on student attendance problems in accordance with approved policy.
24. Oversee standard operating procedures on attendance, dismissals from class, off campus passes.
25. Work in conjunction with the AP of student life to ensure that student programs and student activities are beneficial and appropriate.
26. Provide supervision for good order throughout the school, including school activities such as assemblies, athletic contests, dances, etc.
27. Assist the AP of Student Life and aid in the coordination of rallies.
28. Evaluate all policies and procedures that are the domain of the Dean of Students and make appropriate recommendations to the Principal.
29. Assume other administrative duties as assigned by the Principal.

#### ADDITIONAL JOB FUNCTIONS:

1. Assists the Principal in recruiting applicants for staff openings.
2. Coordinates with the Principal to develop student/parent and faculty handbooks in accordance with Diocesan guidelines.
3. Assists the Principal & President as assigned in completing and submitting all official forms required by the Diocesan of Catholic Schools office.
4. Demonstrates professionalism in conduct, demeanor, and work habits.
5. Maintains a work schedule that maximizes availability to the school, students, and staff.
6. Performs other duties as assigned by the Principal.

## DIRECT REPORTS

1. Campus Security
2. Receptionist/Attendance Monitor
3. Behavior Intervention Coordinator
4. Learning Center Coordinator

## Desirable Experience/Qualifications:

1. Demonstrated knowledge of and ability to implement positive behavior support strategies and intervention techniques.
2. Experience in conducting peer coaching or mentoring for instructional staff related to behavioral management.
3. Strong analytical skills and ability to use data to inform behavioral decision-making and intervention planning.
4. Excellent communication and interpersonal skills, with the ability to build rapport and work collaboratively with students, teachers, parents, and administrators.
5. Cultural competency and the ability to work effectively with students and families from diverse racial, ethnic, linguistic, disability, and socioeconomic backgrounds.
6. Strong problem-solving skills, sound judgment, and a commitment to the holistic development and education of all students.
7. 3 or more years of full-time experience at a high school preferred
8. Masters degree and/or CA teaching credential preferred

## How to Apply:

Please send a cover letter, resume, and references to the Principal of Garces Memorial High School. (nleon@garces.org)