

Position Title:	Dean of Secondary Students
Date Modified:	Feb 2024
FLSA Classification:	Full-Time; Exempt
Duty Schedule:	10 Month
Reports To:	Principals
Position Purpose	To work cooperatively with the Middle School and High School Principals in addressing the student culture of secondary students that will contribute to the students' development as mature, able, and responsible Christian men and women to the praise and glory of God.

### **Essential Functions**

- Oversee and implement a positive, encouraging culture of student life.
- Ensure that extracurricular programming aligns with, and furthers, the mission and educational goals of the school.
- Handles student discipline.
- Meet weekly, or more often as needed, with the Middle and High School Principals (and other administrators as necessary) for organizational efficiency, prayer, encouragement, and planning.
- Inform the Middle and High School Principals on all student and school life issues.
- Establish a positive student culture where diversity is accepted and students learn to respect differences in accordance with biblical principles, take responsibility for their actions and exercise leadership.
- Be responsible for the Middle and High School when the Principal is absent.
- Ensure any counseling or mentoring recommended by the principal occurs in accordance with discipline.
- Communicate with faculty, staff, and families in support of student needs, organizing conferences and follow-up support and communications.
- Serve as ambassador for PCA with alumni, parents, students, neighbors, community leaders and professional colleagues.
- Participate in applicable professional development programs.
- In coordination with other Administrators, oversee the organization of all parent-related Middle School and High School activities.
- Coordinate drug dog visits.
- Meet with parents to discuss student behavior.
- Maintain order in the lunchrooms.
- Attends and supervises students at after school events as needed.

### **Spiritual Leadership**

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Evidence of the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.
- Have a conviction of God's calling to Christian school administration.
- Create an environment for students to accept God's gift of salvation and be a Christian witness and role model to them in order to help them grow in their faith.
- Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome.
- Work with the administration and staff to address the spiritual formation needs of the students.

**Education and Experience**

- Bachelor's degree Required/Master's Degree preferred
- ACSI certification preferred.
- Minimum of three years' experience in school administration.

**Skills and Qualifications**

- Demonstrate the character qualities of courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Display a positive attitude toward all situations and relationships.
- Communicate with parents and students consistently and in accordance with the policies of PCA.
- Demonstrate active listening engagement and empathy during meetings with parents and students.
- Ability to handle stress with stability, objectivity, and optimism.
- Must have a high level of discernment and wisdom, and the ability to manage confidential information.
- Ability to plan, set priorities and implement accurate work in a disciplined manner to keep multiple projects progressing to completion simultaneously with minimal direction.
- Ability to interpret school policies and regulations and apply them with good judgment in a variety of procedural matters.
- Use grammatically correct English in all written and oral communication, including electronic communication and speak with clear articulation.
- Develop and maintain rapport with students, parents, and staff to promote a positive learning environment.
- Represent the school in a favorable and professional manner to its constituency and the general public.

**Physical Requirements**

- Regularly sit, talk, hear, and visually intercept visitors.
- Be able to occasionally lift up to 30 lbs.
- Regularly use close and distance vision.
- Work at a desk and computer screen for extended periods of time.
- Must be willing to work a flexible schedule based on workload.
- Turn, bend, reach and occasionally use a ladder.
- Work in a traditional climate-controlled office environment.
- Maintain professional appearance (as outlined in the Employee Handbook).