

Oak Grove Lutheran School Position Description

Position Title:	Dean of Students
Primary Reports to:	Academic Dean
Secondary Reports to:	President (as a member of the Academic Leadership Team)
Reviewed:	June, 2019

SUMMARY:

The Dean of Students serves as a member of the academic and school leadership teams. The leader works collaboratively across the organization to develop and implement Middle School and High School programs that reinforce Oak Grove's mission and values through a school culture driven by high expectations, accountability and growth. The Dean of Students plays a central role in monitoring students' needs and achievements, organizing campus life and communicating with all stakeholders.

All employees at Oak Grove Lutheran School impact the lives of the young people we serve. Therefore, all employees are expected to embrace the mission of Oak Grove Lutheran School and serve as role models for Christian faith development, personal interactions and respect for each other, and learning with integrity as duties are performed for the School.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Help students reach their full God-given potential through creativity, commitment and enthusiasm
- Collaborate with the leadership team, faculty and staff to facilitate a positive school culture for faculty and students through intentional strategies, effective programs and a Student Handbook reflecting high expectations, accountability and growth
- Develops appropriate procedures and protocol for the discipline, attendance, health, and safety of all students and resolve related issues in coordination with faculty, staff, students and parents in a fair, just, timely and nurturing manner
- Partner with the Academic Dean to facilitate planning, professional development and communication between faculty and staff including assisting in recruiting, screening, hiring and training
- Lead the counseling services team and their focus on students' college and career readiness, health and academic progress
- Oversee the work of the Registrar to maintain accurate records of student schedules, achievement and attendance and address related issues in a proactive and timely manner
- Regularly meet as a member of the Care Team to provide assistance and guidance to students experiencing special issues and challenges
- Regularly meet as a member of the International Student Team to provide assistance and guidance to international students in a proactive and timely manner
- Collaboratively develop and administer a school wide tiered/behavioral system
- Observe and provide formal feedback and coaching to all teachers on the cultural/shared values dimensions of the assessment tool
- Oversee the work of the Activities Director regarding all extracurricular activities and special events and work with teachers to plan and coordinate other cocurricular activities
- Works with the Director of Facilities to assure on-going maintenance and repair of N Campus facilities
- Oversee all campus-wide safety and emergency preparedness including conducting fire and other emergency drills in accordance with state and local regulations

- Partners with the Director of Campus Ministry, the Academic Dean and the Christian Studies team to plan chapel, integration of faith into curriculum, and service projects and events which nurture students in developing their Christian faith
- Works effectively with members of the administration on school activities such as transportation, special services, food service, custodial services and the like
- Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration
- Perform other duties as required of those in school leadership positions

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with Oak Grove policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems among teachers, staff, students and parents.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must possess a sense of humor and optimism along with an unbridled faith in students' ability to learn, grow and reflect Oak Grove's mission and values and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The Dean of Students shall have a minimum of a master's degree from an accredited college or university and a graduate major in education or counseling. . The Dean of Students shall have demonstrated related administrative experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid ND Teaching Certificate

LANGUAGE SKILLS:

Highly developed verbal and written communication skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

An in-depth understanding of adolescent development research. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Outstanding leadership skills and experience in a school setting with the ability to work collaboratively with a high level of consistency and integrity.

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all Oak Grove policies, mission and values.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

EVALUATION: Job Performance is evaluated in accordance to Oak Grove policies.

Information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.