



# CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

## **Job Description – Dean of Student Life**

The Dean of Student Life is a full-time, salaried position with a 12-month work schedule, beginning August 1, 2022. The Dean of Student Life is one of the educational leaders of the school as a member of the Headmaster's administrative team. The Dean of Student Life will report to the Headmaster.

### **Position Overview**

The Dean of Students manages the behavior programs for the school and models how to establish strong, mutually respectful relationships with students and families. This position requires a visible presence in all areas of the school and is responsible for all issues relating to the well-being of the students during their time at the school.

The Dean of Student Life's essential duties and responsibilities are as follows:

### **Leadership**

- Assists the Headmaster in the recruitment and selection of applicants for faculty positions
- Establishes and maintains professional and cooperative working relationships with all members of the school community: parents, students, staff, neighbors, and supporters
- Establishes programs and communication procedures to encourage committee participation, student organizations, community support and extra-curricular activities
- Prepares recess monitor supervision schedule
- Promotes and maintains a positive and effective school climate by ensuring that all interactions with staff, students, parents, and the public at large are prompt, efficient, helpful and friendly

### **Discipline**

- Develops and maintains student discipline procedures following established guidelines
- Assists Headmaster in developing attendance and discipline referral and reporting procedures for campus-wide use
- Develops parental notification procedures
- Communicates and meets with parents regarding student conduct
- Maintains student discipline and follows through with documentation
- Meets with students who have received disciplinary referrals in order to determine disciplinary and/or remediating actions
- Supports teachers to resolve differences in communication with parents and students
- Supports teachers in building positive relationships with parents
- Develops and maintains the Academic Honor Code and meets with students who have received academic violations (plagiarism, cheating, etc.) in order to determine disciplinary and/or remediating actions
- Supervises the preparation of student enrollment and attendance report

## **Student Affairs Management**

- Prepares and processes field trip requests
- Supervises the Aftercare program and the Aftercare Program Coordinator
- Schedules after-school club meetings and coordinates athletic events (but does not need to be present at them)
- Designs, organizes, and supervises before-school and after-school car-line routines and procedures

## **Other Duties**

- Plans and implements all safety drills including fire, severe weather, and internal security drills
- Appears routinely around the school and at many parent events
- Teaches one class in certified subject area as directed by the Headmaster

## **Qualifications**

The Dean of Students shall be a person who is well-organized, well-rounded, engaging, and who has the ability to interact joyfully with students, parents, and faculty. Additionally, strong candidates will possess:

- Ability and commitment to furthering the classical mission and vision of the school
- Ability to exercise excellent judgment and decision making
- Excellent problem-solving and negotiating skills
- Bachelor's degree at minimum; Master's degree preferred
- Ohio teacher license or the willingness to pursue licensure
- A minimum of five (5) years of experience as a classroom teacher or school administrator
- Demonstrated track record of success in teaching and leadership experience in a school setting

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

## **Compensation, Benefits and Hiring**

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and enrollment in the State Teachers Retirement System. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

## **Application Process**

Applicants must submit the following in a single email to Mr. Michael Rose, Headmaster: [mrose@cincyclclassical.org](mailto:mrose@cincyclclassical.org):

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Statement of your educational philosophy (in 500 words or fewer)
- Resume/curriculum vitae
- Three professional or academic references. Please include email address and phone number for each reference.
- College/university transcripts. Unofficial transcripts are acceptable with the initial application. Official/sealed transcripts will be required if a job is offered.