



ST. JOHN'S PREP

Dean of Students

St. John's Prep is a Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Student life in the classroom and in co-curricular activities is an important part of the educational experience at St. John's. The school seeks a mission centered professional to serve as the Dean of Students. The Dean of Students will be a member of the Assistant Principal for Student Life's leadership team and will seek to consistently develop a student life culture rooted in the vision and values of an inclusive, Catholic, Xaverian Brothers Sponsored School. The Dean is ultimately responsible for student life as well as consistent and equitable enforcement of the policies published in the Student Handbook. This is a full-time, ten-month staff position.

**St. John's
Preparatory
School**
72 Spring Street
Danvers,
Massachusetts
01923

www.stjohnsprep.org

Responsibilities:

- Coordinates, develops and implements initiatives, programs, and policies that are designed to encourage servant leadership, personal growth, accountability and the holistic development of students in alignment with the School's mission and values
- Fosters the development of a student culture that is rooted in the visions and values of a Xaverian Brothers Sponsored School
- Develops strong relationships with students, parents/guardians as a means of addressing student life concerns, importance of accountability and building a supportive home-school relationship
- Collaborates with faculty and staff in the development of classroom management skills and oversees consistent and equitable implementation of policies published in the Prep's Student Handbook
- Collaborates with student support services (school counselors, campus ministers, etc.) to ensure the appropriate support services are available to students
- Maintains a visible daily presence on campus throughout the school day, including before and after school
- Maintains detailed and accurate student records for discipline and attendance
- Supervises the attendance officer in the compilation of daily reports, as well as interventions which assist students' daily attendance
- Supervises the campus safety officers and shares in the responsibility for promoting the safety and security on campus before, during and after the school day
- Oversees the assignment and recordkeeping of faculty proctoring schedules, as well as before and after school paid proctored areas
- Supervision of student events including athletics, socials and community programs
- Collaborates with the Middle School Dean of Students to maintain consistent schoolwide implementation of the policies outlined in the Student Handbook
- Performs other duties as assigned by the Principal and Assistant Principal of Student Life

Qualifications:

- Master's degree in education or related field
- Minimum 5 years of experience working with high school students
- Capable of building healthy and positive relationships with faculty/staff and parents
- Able to balance building strong and healthy relationships with students while holding students accountable
- Understanding of adolescent growth and development
- Enthusiasm for working in a school setting
- A good sense of humor
- Possess strong interpersonal, oral, and written communication skills
- Prior experience with student database systems, G Suite applications, Canvas, adaptable and able to learn new technology

St. John's Prep is committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.

Interested candidates are asked to send a cover letter and résumé to Tracii Schaeublin, director of human resources, at tschaeublin@stjohnsprep.org by March 5th. Please, no phone calls.

Posted February 2021