



INCARNATE WORD ACADEMY

A Catholic College Preparatory for Young Women, Est. in 1873

Title: Dean of Students
Supervisor: Principal
FLSA: Exempt

Requirement: Master's Degree with a minimum of 18 credit hours in educational administration

The position includes duties as Dean of Students and as active contributor to the overall growth of students and the school. Will perform all other day-to-day duties as a full time faculty member at Incarnate Word Academy.

Hours: 7:30 a.m. – 4:00 p.m. Monday to Friday, with occasional evening and weekend work as needed.

Days: 190 days per school calendar, with an additional 5 days prior to the first day of in-service and 5 days follow the last day of in-service.

MISSION, VALUES AND SENSE OF COMMUNITY

- Ensures that the mission and values of the Academy are upheld within the department.
- Gives witness to integrity and respect while representing Incarnate Word Academy in the broader community.
- Engages and becomes part of the Incarnate Word Academy community.
- Serves all IWA families with compassion and respect.

Position Summary: To promote an atmosphere of orderliness and proper procedure for faculty and students within the framework of the mission, philosophy, and goals of Incarnate Word Academy.

ESSENTIAL RESPONSIBILITIES

Student Conduct:

- Develops, implements, and administers policies to effect positive student behavior in the school and school related activities.
- Observes and enforces procedures and policies contained in handbooks with consistency and without discrimination.
- Takes corrective actions in more serious violations of student conduct.
- Notifies parents/guardians of discipline infractions in a timely manner.
- Arranges parent conferences regarding school procedure infractions when required or requested.
- Develop discipline plans for students when necessary.
- Conducts detention.
- Provides guidance and counseling to students, parents, and teachers on problems relating to student behavior and/or school climate.
- Refers students to the counseling office as necessary.
- Attends student dances to oversee student conduct.
- Maintains discipline files.

Attendance

- Supervises tracking of student attendance.
- Reviews teacher attendance records and notifies teachers who fail to report absences in a timely manner.
- Approves extended student absences.
- Notifies teachers of extended student absences.
- Contacts parent or guardian of student who has been absent three or more consecutive days after being notified by the receptionist.
- Oversees the contacting of parents who do not call in a student absence.
- Informs faculty of student health issues.
- Distributes elevator passes based on doctor's note.

Faculty Support:

- Assists teachers in developing classroom management strategies when needed.
- Ensures that faculty and staff members are evenly and fairly enforcing school policies.
- Provides support for teachers during parent conferences regarding discipline when needed.
- Works closely with teachers on disciplinary matters so that an atmosphere of learning prevails at all times.
- Counsels teachers who are having student disciplinary problems, redirects teachers who fail to follow school discipline policy.

Orderly Procedures:

- Greets students daily as they enter school while also providing accountability to uniform policy.
- Walks the hallways during passing periods daily to facilitate relationships with students and adherence to school policies.
- Works with academic dean to disseminate semester exam schedules.
- Schedules supervisory duties of faculty including lunch duty, field trip chaperones, dance chaperones, etc.

Crisis Management:

- Notifies the principal or president immediately of any emergency affecting the safety or welfare of students and staff.
- Responsible for the articulation, interpretation, and administration of school policies and procedures affecting student conduct as published in the IWA Parent/Student Handbook.
- Updates and disseminates crisis management plan.
- Schedules and coordinates fire, severe weather and lockdown drills.
- Supervises all fire drills and procedures in the role of Chief Fire Marshall.
- Organizes blood borne pathogens training for faculty and staff.
- Organizes state-mandated hearing, vision and immunization screenings in conjunction with the Director of Admissions.
- Organizes faculty trainings for student medical plans.
- Oversees campus student and faculty/staff injury records.

Communication:

- Serves as a contributor for Weekly Word.
- Notifies parents or guardians of students consistently staying past 6:00 p.m.
- Sends timely correspondence to parents/guardians regarding excessive absences, excessive tardies, athletic ineligibility, and discipline issues.

Record Keeping:

- Maintains student discipline and attendance records, including but not limited to:
 - Excessive absences and tardies
 - Academic make-up
 - Suspensions and serious disciplinary infractions including academic dishonesty
 - Communications with parents
- Reviews quarterly academics for athletes and notifies Athletic Director/Assistant Athletic Director of student athlete ineligibility
- Reviews Athletic Booster Club purchase orders/expenditure requests

Student Organizations:

- Assists with oversight of student clubs and organizations.
- Develops and conveys philosophy for student organizations and engagement.
- Works with student and club sponsors to ensure club objectives are sustainable and aligned with the Profile of a Graduate.
- Provides guidance to club and organization sponsors on effective organization of activities, meeting, publicity and fulfillment of organizational goals.
- Serves as support for student council.
- Reviews all new club proposals and approves new clubs.
- Annually reviews Student Life Handbook and updates as needed.
- Approves any campus flyers/posters.
- Coordinates club fair during spirit week.
- Oversees implementation of Falcon Families.
- Acts as administrative liaison to Athletic Booster Club.

Administration:

- Assists in preparation of Student/Parent Handbook, Faculty/Staff Handbook, Substitute Handbook, and Coaches Handbook.
- Serves as a resource for director of admissions when application includes a disciplinary comment.
- Assists principal with interviewing and hiring of new faculty members as needed.
- Works with principal and academic dean to create and facilitate new faculty training.
- Participates on Principals' Leadership Team and attends meetings.

Professional Development:

- Researches best practices and maintains relationships with deans of students at local Catholic high schools.
- Completes eight hours of continuing education per year.

The above statements are intended to describe the general nature of work performed by individuals in this job classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and qualifications required of individuals in this job classification. All job classifications may have miscellaneous job duties assigned on an as needed basis. Management, at the appropriate level, retains the right to assign and change the duties of any position at any time.