

Position Title: Dean of Students  
Grand Rapids Christian High School

Contract: 42 weeks

Reports to: High School Principal

Coordinates with: Building Principal, Administrative Team, Attendance Secretary,  
Counselors, Faculty, Custodians

### POSITION SUMMARY

The Dean of Students is primarily responsible for the school environment as it pertains to student behavior, facilities and building security. The DOS is extremely visible during school hours and at school events, ensuring that each student knows and respects behavioral expectations outlined in the Parent/Student handbook and the Eagle Way. The DOS serves as part of the administrative team and conducts classroom observations and teacher evaluations as assigned by the building principal.

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### MAJOR RESPONSIBILITIES

- Ensures that the school environment is conducive to teaching and learning
- Oversees and administers school policies regarding student conduct, discipline, and restoration
- Communicates outcomes/consequences of student behavior with parents and staff
- Logs all behavioral incidents in Synergy
- Coordinates supervision and is the primary supervisor of the student environment in and around the building, especially during all non-instructional times (before school, breaks, lunch and after school)
- Coordinates supervision and is the primary supervisor of detention
- Promotes attendance policies, reviews attendance reports, and notifies students and parents of violations/consequences
- Communicates with teachers on attendance issues
- Collaborates with administrative team, counselors, and social worker to create behavior management plans for students
- Collaborates with administrative team to create and sustain systems of academic accountability
- Assists in event supervision (Music programs, plays, athletics, dances)
- Responsible for building security, including distribution of keys and use of alarm
- Works with principal to create emergency response plans
- Chairs the school safety committee
- Schedules all required safety drills
- Conducts classroom observations and teacher evaluations using the Marzano Teacher Evaluation model
- Member of school leadership and intervention teams
- Works with custodial staff to ensure that facilities are in excellent condition
- Other duties as assigned by the building principal

### QUALIFICATIONS

- Commitment to Christian education
- Current teacher certification through the State of Michigan
- Passion to work with a diverse student population from a Christian perspective
- Excellent verbal communication and interpersonal skills
- Strong organizational skills

### REQUIREMENTS

The Dean of Students shall possess or be working on a Master's Degree or higher in educational administration or a related field and have leadership experience.

Committed Christian  
Knowledgeable support specialist  
Supportive collaborator

Lifelong learner  
Self-directed worker  
Effective communicator

Servant leader  
Flexible leader  
Resource provider