

Upper School Dean of Student Life

Since 1800, when St. Madeleine Sophie Barat founded the Society of the Sacred Heart in France, Religious of the Society of the Sacred Heart and lay Sacred Heart educators have carried out her imperative of educational excellence. Today, the Network of Sacred Heart schools is an association of 25 Catholic schools across the United States and Canada, and nearly 150 schools internationally. Independent yet united in spirit and purpose, the international community of Schools of the Sacred Heart believes in educating the whole child, and preparing her to live fully and wisely. At the core of the Sacred Heart education the [Goals and Criteria](#) are the principles that express the intentions and hopes of our 200-year tradition.

Carrollton's culture and identity are bound inextricably to the vision set forth in the *Goals and Criteria of Sacred Heart Schools*. These values form the moral compass that influence the choices made within our community. Learning to draw upon these values during their school days, Carrollton graduates become women of conviction, courage and confidence.

The Upper School Dean of Student Life strives to create an inclusive, supportive environment in keeping with the *Goals and Criteria* of the Sacred Heart. We educate, as stated in Goal V, “to personal growth in an atmosphere of wise freedom” and lead disciplinary matters with conversation. Consequences are restorative in nature whenever possible and should aid in our mission of formation. We implement rules in order to help us become a better community and to help students understand how our actions affect others and ourselves. The Upper School Dean of Student Life should be familiar with the issues faced by adolescents and know how to strike a balance between building trusting relationships with students and holding them accountable. We strive to motivate our students to be resilient and become women of courage, confidence, and compassion. The role of dean is pivotal in this charge.

We seek an excellent communicator who is energized by a wide scope of responsibilities and able to organize and manage multiple projects simultaneously. Candidates should be open to constructive criticism and able to maintain confidentiality.

The Dean of Student Life reports to the Upper School Head and collaborates closely with the Upper School Faculty. He or she should be able to navigate difficult conversations gracefully and function as a liaison between students and faculty/staff. The dean is expected to communicate regularly with parents both on school matters and on individual matters pertaining to specific student progress and behavior. In collaboration with the Upper School Head and the Head of School, the dean handles all aspects of student life, from character development and leadership to discipline and attendance to events and activities.

Essential duties and responsibilities

- Supervises student conduct and behavior
- Oversees attendance policies and procedures
- Enforces expectations and policies outlined in the Student/Parent Handbook
- Implements behavior plans, suspensions etc.
- Works with the Disciplinary Board
- Maintains records of disciplinary infractions and school attendance
- Works with school counselors and academic counselors to support student progress and growth
- Supervises School Counselor and collaborates with Director of Campus Ministry
- Works with the Upper School Head and School Counselor in health crisis management situations
- Works closely with Athletic Director
- Oversees crisis response drills
- Manages a yearly and weekly calendar for Upper School faculty and students
- Supervises and promotes school spirit and values through organizing school dances, trips, Upper School assemblies, guest speakers, and other special events, such as graduation, Congé, etc.
- Participates in liturgies and retreats
- Oversees student leadership and government, including student officer training
- Coordinates student clubs and faculty advisors
- Assigns and monitors student parking and senior privileges
- Maintains budget lines appropriate to the Office of Student Life
- Partners with Upper School Head and others in Admissions
- Utilizes research to inform best practices
- Participates in reflective, self-directed, on-going professional development
- Is willing and able to work 11 months, and to work outside of regular school hours
- Attends Academic Council, Counseling, Upper School, and All School Faculty meetings
- Performs other related duties as assigned

Qualifications

- Intercultural competency with a deep respect for social justice, inclusion, and diversity as articulated in the *Goals & Criteria*.
- Excellent written and verbal communication skills with an emphasis on public speaking ability
- Bachelor's degree is required; a master's degree in counseling, education, or related field is preferred. The ideal candidate will have at least 3-5 years of experience working with high school students.
- Superior organizational skills that include attention to detail and the ability to meet deadlines
- Ability to work effectively as a team member as well as independently

Interested candidates should submit an employment application, cover letter, and resume through Carrollton's Employment Opportunities website.

<https://www.carrollton.org/about/employment-opportunities>