



MALDEN CATHOLIC

The Codivisional High School

Malden Catholic Job Description

Title: Dean of Students

Department: Academic Administration

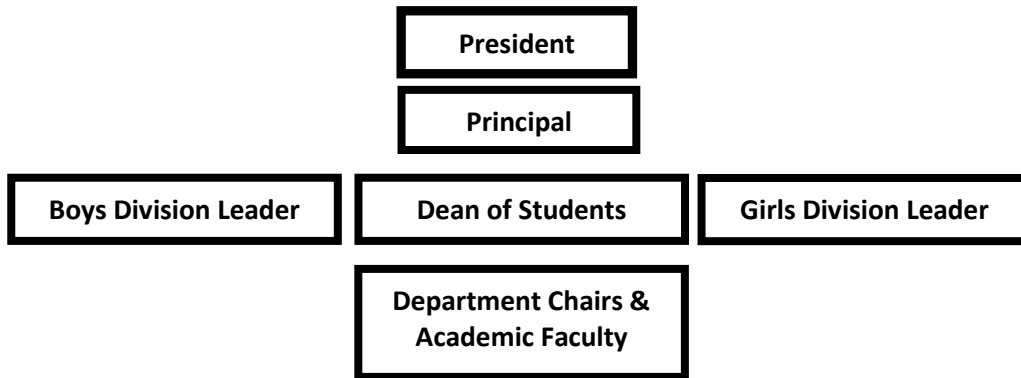
Position: Full Time

Reports To: Principal

Job Summary:

Malden Catholic High School, a Xaverian Brothers Sponsored School (XBSS), is seeking a dynamic and energetic educational leader to fulfill the role of Dean of Students.

Malden Catholic is a *codivisional* school consisting of approximately 800 students with two academic divisions within one school – the Boys Division and the Girls Division. The Dean of Students reports to the Principal and is directly responsible for student life and school discipline. Working with fellow administrators to plan and implement programs that assure the spiritual and personal growth of students, the Dean particularly coordinates matters relating to student behavior, attitude, and attendance.



The candidate for this position must possess excellent communication skills and the ability to collaborate with others while building trust with the students. Strong interpersonal skills and high emotional intelligence are a must. The position requires leadership that inspires and promotes healthy student morale and professionalism and a collaboration among students, parents, faculty, and coaches.

Duties and Responsibilities:

- In addition to other duties as assigned by the Principal and President, the Dean of Students is responsible for the following:

Discipline and Behavior:

- Proactively collaborates and consults with faculty colleagues on classroom management and behavioral expectations.
- Enforces and monitors behavioral and disciplinary systems as outlined in the Student Handbook.
- Is responsible for prefecting daily detention.



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- Confers with faculty regarding individual student behavior and discipline-related issues.
- Has the authority to suspend in consultation with the Principal; recommends students for expulsion to the Principal.
- Centers her/his leadership work on building a positive climate and culture focused on respect, servant leadership, and student engagement.
- Ensures a safe, orderly, and productive learning environment; one that promotes student growth and teacher/staff professional practice. Frequent evening/weekend hours in addition to the regular work schedule is required.
- Supervises and records all aspects of student attendance, and initiates appropriate contacts with parents.
- Approves student vacations, late arrivals and early dismissal.

Logistics:

- Collaborates and communicates with staff, parents, and community members, to build and maintain positive working partnerships.
- Schedule duties and coverage of school spaces by faculty.
- Responsible for supervision in the cafeteria during lunch periods, in hallways during transition periods, on school grounds, at school events, and on buses, to ensure student order and a safe educational environment.
- Facilitates transportation and traffic flow for student pick-up before and after school and school events.
- Controls faculty and student parking; keeps car registrations on file.
- With the Principal and the Division Leaders, coordinates and manages student assemblies.
- Controls and supervises student visitors to the school.
- Assists in the evaluation of teachers.
- Together with the Athletic Director supervises moderators for home athletic events.
- Reviews and modifies school policies and objectives with the administrative team to facilitate effective school management and the coordination of extracurricular activities.

Co-Curriculars and Supervision:

- Designs and implements programs for and with students focused on servant leadership, wellness, and topics related to diversity, equity, and inclusion.
- Promotes engagement of students in the co-curricular life of the High School, including but not limited to athletics, campus ministry, clubs/organizations, and social activities.
- Fosters a consistent approach to community building, student engagement, wellness programming, student discipline, and campus health and safety in grades 9 through 12.
- Supervises prefects at dances.
- Coordinates student Field Trips.
- Supervises the moderators of the co-curricular activities and plans programs to enrich student life.



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- With the Principal and the Division Leaders, assists with events including but not limited to parent-teacher evenings, the awards banquet, baccalaureate, graduation and underclass convocations.
- Coordinates before school and after-school programming and monitors usage of space by students.
- Sees that ID pictures of students are taken, ID cards issued and senior pictures are taken.

Job Requirements

- Ability to present to small and large groups of students, parents, colleagues, and prospective students and their families
- Five (5) or more year's demonstrated success in teaching, counseling and/or administration at the high school level.
- A team player committed to collaborative leadership.
- A strategic thinker with strong project management skills.
- Adept problem-solving and ability to engage in challenging conversations rooted in compassion and humility.
- Ability to speak Spanish a plus

Contact Information

Those interested in applying should send their resume to Mrs. Marianna Cavuoto (cavuotom@maldencatholic.org).

Malden Catholic High School is an Equal Opportunity Employer