



**Austin Preparatory School  
Assistant Dean of Students**

The Assistant Dean of Students reports to the Dean of Students and the Assistant Head of School. The Assistant Dean of Students is responsible for helping all issues relating to the well-being of the students during their attendance at Austin Prep. Responsibilities include, but are not necessarily limited to, the following:

1. Support the School and its leadership in advancing the mission of Austin Prep and safeguarding the School's Roman Catholic identity and Augustinian heritage.
2. Promote high standards and expectations for student integrity, student leadership, and mission aligned community responsibility.
3. Maintain high visibility in the Austin Prep community, regularly attending School related events that are sponsored by various divisions and offices such as athletic contests, extracurricular activities, admissions events, parent socials, and local community affairs.
4. Be available to teach two assigned sections.
5. Proactively communicate expectations of the student code of conduct and develop procedures and programs to hold students accountable for their actions and choices.
6. In consultation with School leadership, help coordinate campus safety and emergency preparedness.
7. Address social and academic infractions and maintain correspondence related to grades and conduct with parents and other concerned parties.
8. In cooperation with the leadership team, support academic and social policies, protocols, and programs that support student development, social emotional health, and physical health and safety.
9. Collaborate with the Division Heads to provide academic support, student counseling, and testing.

10. Assist with student conduct and maintain detailed student discipline and attendance records.
11. Help coordinate new student orientation and facilitate a seamless transition for new students as they acclimate to the Austin Prep community.
12. In cooperation with the Division Heads and Dean of Academics, help schedule parent-teacher conferences.
13. Counsel students when necessary, working closely with class moderators, school counselors, and advisors.
14. Schedule special programs and gatherings that enrich campus life and expose students to diversity, varying viewpoints, and new perspectives.
15. Keep the Head of School and his designees fully informed on student issues and all other relevant matters pertaining to school life.
16. Assist the implementation of extracurricular and student activities.
17. Work with the student health office and promote healthy living.
18. Collaborate with class moderators and the Office of Student Life.
19. Consult with the Director of Athletics to promote a robust athletic program.
20. Assess, amend as appropriate in consultation with the Head of School, and implement the standards, policies, procedures, and expectations in the Student Handbook to meet the needs of students.
21. Perform other duties as assigned by the Head of School, Assistant Head of School, and the Dean of Students.

**Education and Experience:**

- BA/BS required
- 3-5 years experience working with students in a school setting

Submit resume and cover letter to [assistantdeansearch@austinprep.org](mailto:assistantdeansearch@austinprep.org)