Position Description

Position	**Dean of Students (Secondary)**
Reporting Relationship	**Secondary Principal**
Working Relationships	**Counselors, IB Coordinators, Faculty, Students**

Purpose:
The Dean of Students will work closely with the Secondary Principal, Secondary Vice Principal, staff, parents and Secondary students to create and maintain a positive school atmosphere and a healthy community by creating and communicating processes and developing a strong culture that will enable students to learn in a safe, positive and caring environment that promotes success, growth and wellbeing.

Specific Duties

Student Behavior:

- Create, manage and enforce school behavioral expectations.
- Oversee day-to-day disciplinary and attendance issues, working closely with staff to ensure compliance with school policies.
- Research, identify, plan, and implement strategies to address barriers to learning including attendance concerns, behavior issues, and social adjustment.
- Communicate clearly and in a timely fashion with students, parents and appropriate school staff regarding any disciplinary event or consequence.
- Document, compile, communicate, analyze and share student infraction data for purposes of interventions and consequences.
- Oversee in-school suspensions, including logistics, teacher communication, supervision, assignments and follow-up meetings with students.
- Investigate student complaints and interview students and witnesses in disciplinary investigations.
- Provide and monitor progressive discipline such as behavioral session, restitution, detention, in-school suspension and out-of-school suspension.

Student Wellbeing:

- Build positive and respectful relationships with students.
- Undertake all responsibilities as Designated Safeguarding Lead (DSL) in the school.
- Create and oversee student wellbeing programs, including grade-level retreats (Week Without Walls), after school activities and student leadership opportunities.
- Monitor and support the work of the Student Council
- Oversee the student experience and foster a school climate that enhances community and student growth.
- Establish supportive relationships between the home and school.
- Coordinate and conduct appropriate parent/teacher conferences related to attendance, behavior, and wellbeing at school.

- Be present and visible in the school community by frequently connecting with students in common areas, school cafeteria, co-curricular spaces, hallways, and other spaces students gather.
- Nurture and coach student leaders.
- Provide proactive and responsive one-on-one and group-based student support.
- Coordinate with the student support team to address student needs and offer leadership when considering the intersection of academic, behavioral, social, and emotional supports.
- Oversee the curriculum development, teaching arrangements, including participation in the teaching of the Homeroom program for Grades 6 to 10.

Working with Faculty:

- Establish and support respectful relationships with faculty and staff.
- Work closely and communicate regularly with the athletic director, school counselor, school nurse, and facilities personnel.
- Serve as a conduit between students and faculty by providing important feedback to staff about the student experience and mediating conversations between students and adults.
- Serve as a point person along with teachers, counselor, and Secondary Principal in supporting students facing significant challenges.
- Collaborate with the Secondary Principal in leading new student onboarding and plan new student events and programming throughout the school year.
- Deputise in the absence of the Secondary Principal as required.

Updated on : 24 November 2024