

DEAN OF STUDENT SUCCESS

The Dean of Student Success is responsible to the Principal in all his/her decisions and actions.

1. The Dean of Student Success is generally responsible for maintaining student discipline on campus and for all extra and co-curricular activities in light of the Marist Charism. The Dean of Student Success reports to and is directly responsible to the Principal.
2. In particular, the Dean of Student Success develops and maintains the Academy's Catholic and Marist identity in all student activities, develops and maintains positive rapport with students and faculty, supports school personnel, parents, and students in areas of respect and positive expectations.
3. Attends student activities on a regular basis, practicing the Marist pillar of presence.
4. Assists the Principal and the Dean of Academics in the formulation and interpretation of rules for good order and discipline to the faculty, students, and parents.
5. Handles all student cell phone collection and distribution.
6. Develops procedures for all aspects of discipline at Saint Joseph Academy, including detention, suspension, probation, and recommendations for dismissal. Creates individual probationary contracts when incidents occur and schedules parent meetings to review/sign. Administers detention procedures in the spirit of the Founder of the Marists.
7. Explains to the faculty, students, and parents, the discipline program as a function within the total school program.
8. Is responsible for supervision in all areas of the school's buildings and campus. Monitors all security cameras.
9. Supervises and oversees the daily attendance procedures by checking on lateness, absenteeism, skipping periods, and truancy. Collaborates with school counselors on the SJA Attendance Recovery Plan.
10. Resolves discipline in a fair and just manner while showing respect for all involved in issues related to conduct at school and extracurricular activities.
11. Calls and chairs the Disciplinary Review Board when necessary.
12. Presents to the Principal students who should be considered for probation, expulsion, or dismissal.
13. Works closely with teachers, coaches, and moderators in all matters pertaining to student behavior.

14. Confers with faculty and parents on disciplinary matters; notifies parents in-person or by phone of students involved in serious discipline problems.
15. Works closely with School Counselors regarding discipline concerns, psychological assessments, and student behavior.
16. Meets with students referred by teachers because of attitude or behavioral problems or for bullying, working cooperatively with social service organizations (referrals), police officers, and other agencies if needed.
17. Is responsible for the efficient running of regular fire drills, lockdown drills, and other emergency drills as well as overseeing security personnel and ensuring there is sufficient security at all times.
18. Is responsible for all aspects of campus security and safety and is responsible for the good order at all student assemblies.
19. Serves as the chairperson of the Crisis Management Team and oversees the yearly review and updating of the School's Crisis Management Plan and Security Assessment.
20. Coordinates the yearly review and updating of the *Student/Parent Handbook*.
21. Explores and implements programs that pro-actively enhance the school's educational environment.
22. Collaborates with the Registrar/Student Activities Director.
23. Serves on the Administrative Team.
24. Develops a discipline program with the Administrative Team that is consistent with the Catholic/Marist nature of the school. Takes measures to foster preventive disciplinary procedures.
25. Coordinates the supervision duties of faculty.
26. Performs all duties delegated by the President and Principal.