



Dean of Students

Administration

Part - Time

Reports To: Assistant Head of School

Summary:

Responsible for the student life at Fontbonne Academy. Represents Fontbonne Academy at diocesan and regional organizations that relate to the full student experience and developing best practices.

Responsibilities:

- Understands and accepts the charism and mission of the Sisters of St. Joseph, the mission of Fontbonne Academy, and the Employee Handbook.
- Collaborates with Administration Team
- Oversees transportation, uniforms, student apparel, student attendance, and student related services.
- Works with School Counseling and other staff as necessary.
- Continued education on legal issues for student affairs.
- Assumes responsibility for Student Discipline
 - Review and take charge of all Discipline reports and matters associated with the infraction system, dress code violations, teacher relationships, and others.
 - Communicates with adult learning community on reported issues
 - Organizes the Community Standards Committee
 - Collaborates with Administration on elevated discipline action
 - Attendance management
 - Work with Administration to investigate all reports of bullying and harassment
 - Manage Office Detention
- Manage After school Program
- Collaborates with the School Counseling office on student affairs.
- Supports the training and implementation of the Peer Mediation Program
- Supports Peer Education initiatives and Mission Integration
- Serves on the Diversity and Inclusion Committee and GREAT Committee

- Assist in management of Co-curriculars
- Assumes additional responsibilities as needed

Minimum Qualifications:

Master's Degree in educational administration or related field.

Excellent interpersonal, communication, managerial, and leadership skills.

Ability to work extended school hours, weekends, evenings when needed.

Ability to develop excellent student relationships and a supportive environment