

Bishop Stang High School
500 Slocum Road
North Dartmouth, Massachusetts 02747

Position: Dean of Student Life
Date: August 1, 2024
Department: Administration
Supervisor: Vice Principal

Bishop Stang's Mission

Bishop Stang High School is a Catholic, college-preparatory school of 550 students located along the beautiful South Coast of Massachusetts in North Dartmouth, Massachusetts. Employees are called to share the Gospel of Jesus Christ by "making known the goodness of God." We holistically educate a diverse student body in a respectful, nurturing, and disciplined environment. Our school family inspires young people to excel in learning and life through growth in faith, integrity, knowledge, and service.

Description

The Dean of Student Life is a key leadership role within the school, responsible for maintaining a safe and disciplined environment, and managing student attendance. This position requires a proactive, student-focused individual dedicated to promoting a positive school culture and fostering strong relationships with students, families, and staff.

Primary Responsibilities

Supporting Positive School Culture

- Partner with the Administrative Team to identify challenges, review relevant data, and action plan in a variety of capacities related to management of school operations, discipline procedures, policy review, and event planning.
- Work closely with the Vice Principal to implement a school-wide wellness program on topical issues impacting students and families, including but not limited to; bullying, dangers of substance use, healthy relationships, diversity and inclusion, financial literacy.

Discipline and School Safety:

- Develop and implement school-wide discipline policies and procedures.
- Monitor and secure hallways, bathrooms, and other common areas to ensure student safety.
- Address disciplinary issues promptly and effectively, working with students, families, and staff to resolve conflicts and promote positive behavior.
- Coordinate with school security personnel to maintain a safe school environment.

Attendance Management:

- Work closely with students and families to navigate challenges related to attendance.
- Develop and implement strategies to improve student attendance rates.
- Monitor daily attendance and follow up with students and families regarding absences.
- Collaborate with teachers and counselors to support students with chronic attendance issues.

Substitute Teacher Management:

- Oversee the scheduling and management of substitute teachers.

Student and Family Support:

- Build strong, positive relationships with students and families.
- Serve as a resource and advocate for students facing academic, social, or emotional challenges.
- Facilitate communication between students, families, and school staff to support student success.
- Organize and participate in family engagement activities.

Administrative Duties:

- Maintain accurate records of disciplinary actions, attendance, and other relevant student information.
- Prepare reports and provide updates to school leadership on discipline, attendance, and substitute teacher management.
- Participate in school leadership meetings and contribute to the development of school policies and initiatives.

Other Responsibilities: Additional responsibilities identified as needed and/or assigned and approved by the President, Principal, and Vice Principal.

Qualifications:

- BA or higher required.
- Experience working with high school-age students.
- Skilled in appropriate software to perform tasks as assigned (may include but not limited to database system management experience).
- Strong understanding of school discipline policies and procedures.
- Excellent interpersonal and communication skills.
- Ability to build positive relationships with students, families, and staff.
- Strong organizational and problem-solving skills.
- Ability to handle sensitive situations with discretion and professionalism.

Benefits:

- Dental Insurance
- Health insurance
- Paid time off
- Vision insurance
- 403(B) retirement plan match