



**Job Title:** Dean of Students

**School:** Holy Trinity Catholic Middle School

**Reports To:** Principal

**FLSA Status:** Exempt, Full Time with Full Benefits

**Contract Time:** Twelve (12) Month Contract

**Salary:** Commensurate with Qualifications and Scale

**Expectations of Conduct:**

The mission of the Diocese of Charlotte Catholic Schools is to form students to be virtuous disciples of Christ with eternal salvation as the ultimate goal. All employees are an essential part of this mission and are truly and in a very real sense engaged in a special ministry, or apostolate, of the Roman Catholic Church. Those who publicly represent the Church as employees have a special obligation and responsibility to “exemplify the ethics and integrity lived and taught by Jesus, so that all those we serve will see in us His compassion and love.” (Most Reverend Peter Jugis, Code of Ethics Policy of the Diocese of Charlotte, p. 2)

Therefore, Catholic School employees must conduct themselves in a manner that is consistent with the teachings and precepts of the Catholic Church, promoting the welfare of the diocese and the school.

If you have questions about the tenets of the Catholic Church, please see the [Catechism of the Catholic Church](#).

**Summary of Position**

The Dean of Students supports and implements the Principal’s vision for the school in alignment with the Catholic School Office and Bishop Michael Martin’s vision for the diocesan educational mission of the school. This position is primarily student-focused, particularly relevant to school policies.

## **Essential Duties**

Duties and responsibilities will include the following; however, other duties may be assigned as required.

- Supports the Principal and Assistant Principals in administering the school according to Diocesan and local policies
- Provides strong support and mentorship for students towards growth in virtue
- Helps establish and administer guidelines and practices relative to discipline, conduct, and student and staff policies and supports teaching staff in enforcement
- Supports teachers in handling student relationships
- Regularly visits classrooms and common areas, and maintains a visible presence with faculty and students
- Schedules and if required, participates in parent and student conferences, and confers with parents, by appointment, when requested
- Is available to attend occasional evening school level committee, regional and diocesan leadership meetings and participate on sub-committees as required
- Helps to supervise and evaluate teachers and staff as determined by the Principal
- Manages school resources in conjunction with the Assistant Principal
- Supports the Principal/Assistant Principal in planning, conducting and reporting fire and safety drills in accordance with adopted policies and laws
- Oversees school facilities and coordinates with school maintenance and/or vendors for facility upkeep
- Other duties as assigned by Principal

## **Qualifications**

The successful candidate will be a faith-filled, Christ-centered and mission-focused dynamic leader who holds a genuine commitment to Catholic education. Other important qualifications include:

- A strong background in teaching and leadership experience in a school setting
- The ability to help the school's administration create and grow a positive and collaborative working environment and a strong, vibrant Catholic educational culture
- An approachable leadership style and a willingness to form excellent educational/working relationships with students, faculty, families and stakeholders
- An ability to guide and support students and their families in a relationship of trust and collaboration
- An articulate communicator of the mission and value of Catholic education, who can help students grow in their spiritual, academic, athletic, social, and emotional lives
- A skilled leader in teacher and staff growth and development, including professional education and training, mentoring, and on-going support, especially related to student support
- An ability to support the President/Principal in the development of budgets and oversight of facilities and maintenance with sound fiscal management
- An effective verbal and written communicator who is able to serve as a public face of the school

## **Education and Experience**

### *Minimum*

- Ability to articulate and support the Catholic Faith
- Bachelor's Degree in a related field
- Qualified to be licensed by the North Carolina State Department of Public Instruction
- Four (4) or more years of school teaching experience

### *Preferred*

- Practicing Catholic who subscribes to the tenets of the Catholic Faith (required for teaching Theology and Religion, Principal and Assistant Principal)
- Master's Degree in Educational Administration with 24 hours of Administrative Coursework
- Licensed by the North Carolina State Department of Public Instruction
- Previous successful experience in School Administration
- Bilingual in English and Spanish
- Strong computer skills (Student Information and Learning Management Systems, virtual classroom and meeting software, productivity software)

## **Physical Demands**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. To perform the duties of this job:

- The employee is frequently required to sit, talk and hear.
- The employee is often required to stand and walk.
- The employee must occasionally lift and/or move up to 35 pounds.

## **Work Environment**

- The work environment characteristics described by the job functions are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the work
- The noise level in the work environment is usually moderate to high.

## **Supervisory Responsibilities**

- May directly supervises faculty and staff, according to diocesan policies, procedures, and applicable laws.
- May support the Principal in interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

## **To Apply**

Send resume with cover letter and [Application for Administrative Position](#) to:

Kevin Parks, Principal

Holy Trinity Catholic Middle School

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