



CHARLOTTE CATHOLIC  
HIGH SCHOOL

Position	Dean of Students
Position to Begin	August 1, 2021
Terms	Full-Time 12 month
Responsibilities	<p>The Dean of Students will foster a virtuous, disciplined, positive, engaging and caring atmosphere.</p> <p>Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"><li>• Work with the Chaplain and administration to address the needs of the students in a holistic manner-spiritually, socially, emotionally and academically.</li><li>• Management of student discipline while partnering with teachers and families to promote a positive growth mindset through the tenets of our Catholic faith.</li><li>• Work closely with the Chaplain, students and teachers to develop a collaborative relationship that reinforces the virtues of our Catholic faith.</li><li>• Exemplify consistency in the enforcement of the school handbook rules and procedures and will update the handbook and procedures as necessary.</li><li>• Work closely with the Chaplain, principal and assistant principals in planning and scheduling, and other administrative duties at Charlotte Catholic including but not limited to, graduation, addiction prevention, spirit events and facilities.</li><li>• Promote school values and spirit as well as organize the participation of students in the governing bodies of the school.</li><li>• Work closely with guidance to monitor attendance.</li></ul>
Application	<a href="#">Click here</a> To download an application, which is in PDF Fillable format, and you must include it with your resume.
Qualifications	<ul style="list-style-type: none"><li>• Masters Degree in Education or Equivalent</li><li>• Minimum 3 years experience in education</li><li>• Excellent organizational, communication and interpersonal skills</li><li>• Patient, proactive and diplomatic leadership traits</li><li>• Discretion in handling confidential information</li></ul>
Application & Resume Sent to:	Stephanie Hogg, Office Manager Charlotte Catholic High School 7702 Pineville Matthews Rd. Charlotte, NC 28226 (704) 543-1127 <a href="mailto:swhogg@charlottecatholic.com">swhogg@charlottecatholic.com</a>