Dean of Student Formation

Name: ____________________________________

School Name: ________________________________________ City: ____________________, TX

Job summary: The Dean of Student Formation is the lead employee in the NCHS Office of Student Affairs responsible on a day-to-day basis for maintaining student behavioral standards and enforcing disciplinary consequences for students who have violated those standards.

Essential job functions

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to the Gospel values by modeling the teachings of the Catholic Church
- Develops a school climate reflecting Catholic identity
- Supports and adheres to the teachings of the Catholic Church, Code of Conduct, and policies and procedures of the Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Maintenance of standards on student behavior.
- Responsible for managing student discipline issues.
- Responsible for monitoring student attendance.
- Supervision of student attendance/truancy and behavioral issues.
- Monitor students in a variety of venues (e.g. lunch, passing periods, assemblies, concerts, dances, sports events, etc.) for the purpose of ensuring a safe and positive learning environment.
- Maintains a variety of manual and electronic documents, files and records for the purpose of documenting activities, providing written reference and complying with mandated requirements.
- Is primarily responsible for maintaining the order of student behavior at student assemblies of all kinds including but not limited to rallies, concerts and liturgies.
- Is primarily responsible for monitoring student behavior at home football games.
- Engage in self-development. Participate in school in-service programs for self-enrichment to maintain high quality of practice, and seek further professional growth through other training/educational opportunities.
- Act in a manner that is consistently courteous and respectful of students, parents of students, colleagues, and other constituents of NCHS.
- Discharge duties according to the highest standards of performance, ethical behavior and professional practices.
- Demonstrate sound judgment and independence of thought.
- Protect confidentiality of information for all students and families, complying with all applicable legal requirements.
- Attend all mandatory meetings.
- Assume personal responsibility for timely completion of assignments without interference to quality of work.
- Adapt to changes in work environment, program requirements, and workload.
- Present and maintain professional appearance and demeanor; adhere to NCHS dress code.
- Assume responsibility for personal attendance and punctuality.
- Assist in training and orientation of other employees as requested.
Important job functions:
- Represent the administration of Nolan Catholic High School faithfully, loyally, consistently and clearly in all communications with all NCHS constituents (including, but not limited to, faculty, staff, parents, students, alumni, donors and board members). Communicate with all NCHS constituents in a manner intended to strengthen those constituent’s confidence in the school’s mission and administration.
- Offer feedback regarding school problems/issues/concerns to NCHS administration in a constructive and professional manner.
- Comply with all NCHS policies and procedures, the relevant policies and procedures of the Catholic Diocese of Fort Worth, and the diocesan code of conduct.
- Engage in relationships with immediate supervisor and other supervisors in a manner that is constructive, open to direction, and reflects commitment to an ethic of continuous improvement.

Minimum qualifications:

Education:
- Bachelor’s degree or higher

Experience:
- Successful teaching experience at the secondary level

Knowledge, abilities, and skills:
- Knowledge of the basic teachings of the Catholic Church
- Knowledge of instructional methods/strategies and curriculum differentiation
- Knowledge of child and adolescent development, learning, and behavior
- Knowledge of the content and the methods of religious education
- Knowledge of effective assessment methods
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Able to work independently and self-motivate
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning
- Skill in managing conflicts effectively
- Skill in organizational management and delegation of responsibilities
- Skill in using group process skills effectively with various school communities

Working Conditions:
- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a full school day
- Required to work in standard school and office conditions

Mental/Physical Demands:
- Required to lift or carry classroom supplies, textbook, furniture, and equipment to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
• Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
• Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
• Required to monitor students in a variety of locations including those with noise, activity, and inclement weather

FLSA classification: ___X__ Exempt  _____ Non-exempt (hourly)

School classification: ___X__ Full-time  _____ Part-time
_____ Temporary  _____ Other/seasonal

Employee Certification
All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a predetermined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature_________________________________________ Date _____________
Supervisor Signature_________________________________________ Date _____________