



Job Posting
Dean of Students
Scecina Memorial High School

Scecina Memorial High School is seeking a full time Dean of Students at 5000 Nowland Ave., Indianapolis. This is an onsite role, Monday-Friday.

The Dean of Students is a member of the core academic administrative team. The primary work of the Dean of Students is to provide formation for students by establishing policies built on strong relationships and the Catholic Faith, thereby assisting the Church and school in the mission of evangelizing. The Dean strives to achieve the mission of the school by collaborating with the core administrative team, faculty, students and parents to foster an environment that promotes self-discipline, decisions based on truth, good citizenship, and the dignity of every human person.

Responsibilities:

1. Coordinates and administers the attendance policies and procedures in collaboration the Principal, Parent Outreach Coordinator and the School Counseling office
2. Maintains timely and accurate records of student discipline and determines when a student should be placed on disciplinary or attendance probation in collaboration with Principal and President
3. Coordinates staffing of student supervision during periods of suspension/probation
4. Communicates with students, teachers, and parents/guardians in matters of safety, attendance and discipline
5. Supervises student club and activity sponsors, while ensuring that each club and activity is staffed and actively meeting throughout the school year. Participates in the annual budgeting process relative to clubs and activities.
6. Works with the Principal and other relevant stakeholders to annually review and update the Student-Parent Handbook

Knowledge, Skills, and Abilities:

- Experience implementing school safety plans and practices
- Clear, concise, and precise written and verbal communication skills
- Ability to maintain sensitive information in confidentiality
- Successful experience in managing multiple projects simultaneously

Education, Training and Experience

- Self-starter and team player
- Bachelor's degree in education or similar preferred
- School safety trained or willing to be
- Successful experience supervising and/or supporting staff in a goal-driven environment

Work Life Balance and Professional Growth

- Strong emphasis on work-life balance.
- Support and provide opportunities for continuing professional development

Benefits

Full-time employees may participate in a benefits program that includes:

- Comprehensive Health plan
- Paid Parental Leave
- Employer contributed HSA for medical plan participants
- FSA and Dependent Care FSA
- Dental Insurance
- Paid Vacation, Sick, and Personal Days
- Life and Disability Insurance
- 403(b) matching

Please send resume and cover letter in confidence to: Dr. Peg Dispenzieri, Principal, at pdispenzieri@scecina.org