

## **Job Description**

**Job Title:** Lower School Dean of Students

**FLSA Status:** Salaried, Exempt

**Department:** Lower School

**Evaluation:** Performance will be evaluated initially at 90 days then annually thereafter with this position description. Employees will undergo initial and periodic subsequent background checks and drug screenings as required.

**Reports to:** Lower School Principal

**Supervises (number of employees):** N/A

**Education Requirement:** Bachelor's Degree

**Years of Experience:** 3-5

**Licenses or Certifications:** Holds or is in the process of earning a Florida Educator Certificate

**Summary:** Orangewood Christian School is seeking an experienced Dean of Students for the Lower school. Our Dean of Students are building Christian Community within and beyond the school, are active in a church community and serving as Christian role models to students, parents and staff. They are responsible for attendance, discipline, safety and related personnel services and performs the duties within the authority and responsibility delegated by the Principal. He/she must respect professional ethics that require confidentiality concerning the sharing of information about students, parents or staff.

### **Essential Function:**

- Define Christian behavior standards for students
- Mediate students' conflicts
- Mediate student-teacher-parent conflicts
- Monitor students' academic progress as assigned by Lower School Principal
- Supervise the application and orientation process for new families
- Develop Lower School Schedule
- Develop Student schedules
- Create duty schedules
- Oversee AM and PM carline
- Supervise lower school records - enrollment, attendance, and discipline
- Implement the safety procedures described in the Crisis Management Plan and ensure compliance with state and local regulations
- Update and maintain the Lower School Parent/Student Handbook and Substitute Teacher Handbook.
- Oversee Test Schedules per grade level
- Oversee Homework Schedule
- Evaluate teachers in the areas of RENWEB and lesson plans.
- Gather and assess data on student achievement
- Represent the lower school at special services, chapel programs, athletic events
- Delegate the daily devotions and duty schedules
- Oversee and maintain positive discipline while ensuring that discipline is consistently maintained within biblical guidelines
- Arrange for substitute teachers when needed and assist them in successfully carrying

out their responsibilities

- Recommend building policies and procedures related to attendance, discipline, and student and staff safety.
- Supervise and be accountable for the maintenance and currency of each students' attendance records and enforce Orangewood attendance policies. Notify students and parents at 5, 7 and 9 absences. Work cooperatively with the teachers, counselors, students and parents to encourage students to be in attendance and on time.
- Exercise appropriate leadership in processing student behavioral problems, including accurate record keeping of infractions as well as communication with parents.

### **Supplemental Function:**

- Support teachers in classroom management and student discipline.
- Assist the lower school principal in fostering sound interpersonal relationships among students, teachers, parents and administration
- Attend and encourage participation in extracurricular activities
- Supervise the evaluation of students and the reports to parents
- Oversee school duties weekly

### **Required Personal Qualities:**

The employee shall:

1. Have confessed Jesus Christ as his/her personal Lord and Savior.
2. Believe the Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.
3. Faithfully attend and actively support a local church that adheres to the principles listed in the OCS Statement of Faith.
4. Be in agreement with the school's Statement of Faith.
5. Be a Christian role model in attitude, speech and actions both in and out of school to students, parents and fellow employees. Agree with and adhere to the OCS Lifestyle Statement.
6. Show by example the importance of Scripture study and memorization, prayer, witnessing and unity in the body of Christ.
7. Have the spiritual maturity, academic ability and personal leadership qualities to equip students to transform the world for Christ and His kingdom.

### **Additional Personal Qualities:**

The employee shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
3. Meet everyday stress with emotional stability, objectivity and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste and agreement with school policy.
5. Have a strong command of the English language in both verbal and written communication.
6. Respectfully submit and be loyal to constituted authority.
7. Notify the Head of School of any policy that he/she is unable to support.
8. Refuse to use or circulate confidential information.

9. Place his/her OCS position ahead of other jobs or volunteer activities.  
10. Make an effort to appreciate and understand the uniqueness of the OCS community.

**Work Environment:**

- Offices                      Classrooms                      Outdoors                      Community
- All facilities including roof and crawl spaces     Other: \_\_\_\_\_

**Physical Demands:**

- Walking/Standing                      Lifting/Moving (number of pounds 25)                      Stretching
- Exposure to cold/Heat                      Talking/hearing                      Vision (close and distance)
- Bending/climbing                      Other

\* The physical demands described here 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.