

## Community Christian School – Middle/High Dean of Students Job Description

Community Christian School's mission is to introduce students to Christ, developing Christian character through spiritually dynamic and academically challenging programs, while preparing them to go out to be godly leaders who will make a difference for Christ. Community CCS is a mission of Community Bible Church.

The Middle/High Dean of Students serves as a leader supporting the mission of CCS, and ultimately the mission of CBC. Community Bible Church's mission is to bring the hope of the Cross over to as many communities of people as possible through the power and love of Jesus Christ.

Title:	M/H Dean of Students	Contract Period:	12 months
Reports to:	M/H Principal	Hours:	Full time

The M/H Dean of Students provides leadership in maintaining and further enhancing an intellectually challenging environment for students and faculty with emphasis on academics and spiritual foundations.

### Qualifications:

1. Received Jesus Christ as personal savior.
2. Master's degree from an accredited college or university preferred.
3. Two years administrative, managerial, or supervisory experience or five years successful teaching experience.
4. Demonstrated success working with and through people, in establishing goals, objectives and action plans to produce expected end results.
5. Displays personal faith with deep respect for matters of faith and spirituality in students and faculty.

### Responsibilities:

1. Oversee M/H student discipline.
2. Assist in the management of operations of the M/H department, consistent with school policy.
3. Demonstrate excellent communication skills, personal warmth, and a sense of humor.
4. Demonstrate initiative and follow through within department.
5. Assist in the planning, organization, and staffing of M/H school programs and functions.
6. Coordinate with other divisional leaders to promote the student growth and retention.
7. Ability to work and communicate effectively with parents, students and staff.
8. Ability to mentor staff.
9. Ability to provide spiritual leadership to students and staff.
10. Perform other duties and responsibilities as assigned by the M/H Principal.

### **DISCLAIMER:**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as comprehensive of all duties, responsibilities, and qualifications required of employees to this job.