



Arche Classical Academy Job Description – Dean of Students

Job Title	Dean of Students
Department	Administration
Reporting to	Head of School
Supervisor to	Curriculum & Instruction Department, Administrative Staff

Purpose of the Role/Role Overview:

The Dean of Students works alongside the Head of School to administer and implement the mission and operating policies defined in the Arche Classical Academy Bylaws and Policy Manual.

Note that this document is not exhaustive of the responsibilities that may be required of the Dean of Students by the Head of School in order to carry out the mission of Arche Classical Academy. However, responsibilities can and should be delegated to hired personnel.

General Duties/Key Responsibilities:

- Supervises day-to-day operations of the school, establishing procedures and protocols that ensure operational efficiency
- Monitors trends in school culture, corrects negative trends, and cultivates a biblical, Godly culture
- Plans, distributes and actualizes the yearly school calendar, allocating appropriate resources to ensure the success of scheduled programs and events
- Works together with staff in the maintenance of the building and grounds, committing to a neat, tidy, and visually appealing presentation
- Orders supplies, textbooks, and other supply inventory for all students and staff
- Develops, maintains, and updates a School Safety Plan as required
- Makes continuing diligent efforts to develop and maintain positive, biblical relations with staff
- Establishes a relationship with each student for purposes of biblical discipleship
- Shows involvement in the daily life, activities, and academic progress of students by personally recognizing their achievements and addressing their problems and concerns
- Administers disciplinary action in accordance with God's Word
- Communicates promptly all student disciplinary actions to parents, ensuring that students and parents understand the disobedience, the punishment, and the reasons why it was administered
- Runs morning meeting and lunch
- Resolves school-related conflicts as they arise
- Writes weekly school newsletter and provides weekly updates to Head of School
- Ensures the school's legal compliance with the civil magistrate
- Coordinates transportation of students to and from school
- Has oversight over all external school communication
- Daily verifies sufficient staffing and efficient allocation of school resources
- Keeps record of attendance and tardies
- Maintains covenantal relationship with school volunteers
- Acknowledges the biblical role of parents in the education of their children
- Distributes Parent/Student Handbook that outlines the school's philosophy and policies
- Informs parents of concerns regarding their children
- Communicates the school's classical and Christian vision to parents
- Encourages parent participation in the classroom and in all school activities
- Monitors, supports, and guides the activities of the PTO

Arche Classical Academy Job Description – Dean of Students



PERSON SPECIFICATION	
Job Title: Dean of Students	
CRITERIA	REQUIRED OR PREFERRED
<p>EXPERIENCE</p> <p>A Master's degree in theology or educational administration/supervision or the equivalent</p> <p>At least three (3) years of experience in educational administration or supervisory leadership</p>	<p>PREFERRED</p> <p>PREFERRED</p>
<p>KNOWLEDGE</p> <p>Broad knowledge of church history</p> <p>Conversant with and supportive of the reformed faith and classical Christian education</p> <p>Insight into contemporary culture and the challenges facing families, youth, and classical Christian education</p>	<p>REQUIRED</p> <p>REQUIRED</p> <p>REQUIRED</p>
<p>SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> • Enthusiasm for, appreciation of, and commitment to the school's mission • Ability to create a team environment and to lead effectively in that environment • Ability to mentor other leaders, build teams, and create a supportive work environment • A professional demeanor with an ability to develop appropriate relationships with parents, staff, and community • Ability to solve problems by engaging appropriate parties in the strategic development and implementation of solutions • Wisdom to instantiate biblical vision into practical application 	
<p>PERSONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • Public profession of belief in Jesus Christ and a lifestyle that reflects spiritual maturity • An authentic and growing relationship with Jesus Christ as evidenced by a strong, clear personal testimony and personal piety • A healthy level of self-confidence combined with biblical humility • Eschatological optimism • A genuine excitement and passion for Christian leadership • A desire to support and encourage faculty and staff in their own Christian leadership endeavors and discipleship • Willingness to stand firm in the face of ridicule in order to "contend earnestly for the faith which was once for all handed down to the saints" • Possesses principled backbone 	