



## Job Description

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### Position: Middle School Dean of Students

#### Purpose of Position:

The Middle School Dean of Students fulfills the mission of Des Moines Christian School by fostering a positive and engaging student culture. This position collaborates with the Middle School Leadership team to provide programming and leadership opportunities that enable students to flourish.

#### Position:

- Full-Time
- Scheduled working days: school year plus 15 additional days
- Salaried, at-will employee

**Reports To:** Middle School Principal

**Direct Reports:** None

#### Qualifications:

- BA/BS required
- M.A. or M.S. in Educational Leadership or in pursuit of receiving preferred.
- Experience in Christian Education preferred.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.

#### Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Demonstrates love and concern for students.
- Characterized with integrity and maintains confidentiality
- Demonstrates consistent spiritual leadership.
- Proven ability to work in a leadership role with diverse groups, including faculty, staff, students, administrators, and parents.
- Demonstrates excellence in written and verbal communication.
- Utilizes critical thinking and problem solving skills.
- Promotes a quality environment that encourages positive morale, commitment, and performance.

#### Responsibilities:

##### Student Life

- Fosters ongoing student programming that is fun and builds community.
- Cultivates an open and approachable leadership environment that invites dialogue, creativity and collaboration around the student culture and climate.
- Prioritizes being a visible presence among the Middle School students.
- Assists the Principal in developing and training 8th grade student leaders (known as House leaders).

**Discipline**

- Oversees day-to-day disciplinary issues in the Middle School, working closely with administration, faculty, and staff.
- Approaches discipline through the lens of restorative practices and executes a behavior management system that is grounded in a journey of helping students better understand their identity in Christ.
- Communicates with parents effectively and proactively regarding student behavior concerns.
- Monitors student attendance and contact home to follow-up on excessive and extended absences.
- Maintains a system for accurate and complete record-keeping and reporting for all attendance and disciplinary records.

**Administrative**

- Creates special schedules as needed for student events and activities ensuring coordination with other school departments.
- Partners with Student Services to ensure that accommodations are being carried out with fidelity.
- Serves on the Middle School Leadership Team.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings.
- All other duties as assigned by the Middle School Principal.

**Instructional**

- Teaches one section of 6th grade exploratory.