

Dean of Students - Elementary School

Reports To: Director

Job Summary

The Dean of Students for the Elementary School is responsible for fostering a positive, safe, and nurturing environment that promotes the spiritual, academic, and social-emotional growth of all elementary students, consistent with the school's Christian mission and values. This role focuses on student life, discipline, character development, and ensuring the Christian faith is integrated into the daily experience of the elementary student body.

Key Responsibilities

- **Student Conduct and Discipline:**
 - Develop, implement, and consistently enforce the Elementary School's student code of conduct to ensure alignment with Christian principles and restorative practices.
 - Manage the student disciplinary process, including investigations, issuing appropriate consequences, and follow-up communication.
 - Maintain accurate records of student behavior and communicate regularly with parents/guardians regarding disciplinary matters.
- **Student Life and Culture:**
 - Promote a positive school culture where students feel respected, valued, and encouraged to live out Christ-like character traits.
 - Oversee and organize student-focused activities, school-wide chapels, and character-building programs.
 - Act as a resource for students, providing guidance and support for social and emotional challenges.
- **Spiritual and Character Development:**
 - Collaborate with faculty to integrate a Christian worldview and biblical principles into student life and daily interactions.
 - Lead or support student mentorship programs focused on character formation and leadership.
 - Serve as a spiritual role model for students, faculty, and the broader school community.
- **Parent and Community Engagement:**
 - Work closely with parents to support student development, conduct, and spiritual growth.
 - Communicate school policies, expectations, and student-life updates effectively to the elementary parent community.
 - Serve as a liaison between the administration, faculty, students, and parents on matters related to student welfare and student life.
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- **Staff Collaboration and Support:**
 - Provide guidance and coaching to elementary faculty on effective classroom management techniques, positive reinforcement strategies, and integrating Christian values into their educational approach.
 - Collaborate with the Principal and Counseling staff to address the needs of students requiring academic or behavioral intervention.

Qualifications

- Bachelor's degree in Education, Educational Leadership, Counseling, or a related field.
- A minimum of 3 years of experience in an elementary school setting, with experience in student management, discipline, or administration.
- Strong knowledge of elementary student development, including age-appropriate discipline and restorative practices.
- Excellent communication, interpersonal, and conflict resolution skills.

Spiritual Requirements

- Must be a committed, professing Christian who agrees with the school's Statement of Faith and is actively involved in a local, Bible-believing church.
- A clear testimony of faith in Jesus Christ and a life that demonstrates biblical principles.
- Ability to integrate faith and learning effectively within the elementary school environment and serve as a spiritual leader to students and staff.
- A passion for nurturing the spiritual growth of young children.