

Cookson Hills Dean of Students Job Description

Job Title: Dean of Students

Department: Educational Services Department

Reports To: Director of Educational Services

FLSA Status: Exempt, Salaried Position

Job Description Summary: Dean of Students is a full-time role for a highly motivated, mission-minded individual willing to serve in an administrative and supervisory capacity. The Dean of Students performs a variety of administrative duties to assist the Director of Educational Services (DES) in managing Cookson Hills Christian School (CHCS) to meet the unique needs of all the students enrolled, including children who are at-risk. The Dean of Students will assist the DES with student guidance, intervention, and discipline. Dean of Students will provide administrative coordination of assigned educational services, extracurricular activities, and the daycare. The Dean of Students assumes the duties of the Director of Educational Services in the absence of the Director of Educational Services.

Minimum Qualifications: The qualifications listed below are required for an applicant to be considered for the role of Director of Educational Services.

Education and/or Experience: Bachelor's Degree in Education **required**, Master's Degree in school administration or school leadership **preferred**, and minimum of three years of experience in educational roles.

Faith Beliefs: Demonstrate Christian faith and practice, agreeing with and abiding by the Cookson Hills Statement of Faith and Lifestyle Agreement provided on the employment application.

Computer Skills: Knowledge of Internet software, specifically the Google Apps suite including Docs, Sheets, Calendar, etc. Ability to utilize email as a reliable form of communication.

Professionalism: Demonstrates professional written and verbal communication and interpersonal skills and motivates others to provide quality educational services within a trauma-informed environment.

Work Environment: The majority of the Dean of Student's time will be in the school building's office suite. The work environment is representative of what an employee typically encounters while performing the essential functions of this job; i.e. office work, and frequent interactions with students, teachers, parents, and guests in a school setting. The work environment is fast-paced at times and may have varying levels of noise throughout the day, with many different people seeking to get needs met. Work will require some evenings and an occasional weekend responsibility, with a willingness to work a flexible schedule.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and other duties as assigned. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

Student Life Coach: The Dean of Students collaborates with the Director of Educational Services and CHCS staff to provide trauma-informed care and mentorship to students. On a daily basis, the Dean of Students helps students process through surface behaviors, helping them connect the dots from how they are feeling to how they are behaving. S/he helps students feel supported and understood, thereby influencing their academic motivations.

Administration and Coordination of Educational Services: The Dean of students provides administration and coordination of the Educational Services as assigned by the Director of Education Services. This includes, but is not limited to, administration of CHCS collaboration with the local technical school (NTC), supervision and communication of senior scholarship opportunities, oversight of concurrent students, tracking and communication of OK Promise, and coordination of all testing. Additionally, the Dean of students will provide supervision of the daycare staff as requested by the DES.

Extracurricular Programming: The Dean of students provides administration and coordination of the Extracurricular programs at CHCS. These include sports, camps, retreats, homecoming, and other activities typical of a school environment. CHCS provides 4-Him classes each spring that are coordinated by the Dean of Students and led by Cookson Hills staff.

Year-Round Availability: To create our trauma-informed environment and to support the overall ministry of Cookson Hills, all Cookson Hills school staff work on a 12-month basis. Each school year begins in July, and consists of six, 6-week terms, separated by 2-week student breaks. Each school year is separated by a 5-week summer break, during which the Dean of Students will support the Director of Educational Services preparations for the next school year, help prepare/facilitate teacher in-service, and/or may utilize paid vacation time.

Competencies: These competencies, characteristics, and aptitudes are representative of the knowledge, skill, and/or ability required to perform this job.

Adaptability: Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Analytical: Synthesizes complex or diverse information; Uses experience to complement data; Designs processes for ongoing job responsibilities.

Attendance/Punctuality: Is consistently at work and on time; Meets and honors commitments; Uses time efficiently.

Change Management: Develops useful implementation plans; Communicates changes effectively; Manages resistance and builds commitment; Prepares and supports those affected by change; Monitors transitions and evaluates outcomes.

Dependability: Completes tasks on time or notifies others with an alternate plan.

Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity; Upholds organizational values.

Initiative: Volunteers readily; Undertakes self-development activities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Interpersonal Skills: Connects with others using empathy and active listening rather than judgment; Manages conflict and de-escalates crisis moments; Uses a team-oriented approach to problem-solving; Regulates own emotions well; Maintains confidentiality; Growth-minded and teachable; Looks for strengths in others and uses frequent positive speech; Ability to be fair, discerning, and honest in all relationships.

Judgment: Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in the decision-making process.

Language Skills: Demonstrates good communication skills with the ability to read and comprehend instructions, correspondence, policy, and licensure requirements; Ability to write clearly, concisely, and informatively in correspondence and descriptive reports; Ability to effectively present information in one-on-one and small group situations.

Leadership: Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives recognition to others.

Managing People: Takes responsibility for team member activities; Makes self available to other staff; Aids in the development of others' skills and encourages growth.

Organizational Skills: Maintains detailed records and submits required documentation promptly.

Organizational (Cookson Hills) Support: Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Improves processes and services.

Physical Demands: Regularly required to walk, talk, hear, lift and/or move up to 20 pounds; Utilizes vision capabilities for computer screens and paperwork.

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

Professionalism: Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Reasoning Ability: Applies common sense understanding to carry out responsibilities; Ability to assess issues, accounting for multiple variables and possible implications, providing rational solutions to problems.

Safety and Security: Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions.

Staff Support: Makes self available to other staff; Aids in the development of others' skills and encourages growth.

Teamwork: Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Benefits of Dean of Students Employment: In addition to rewarding service and fulfilling ministry opportunities, Cookson Hills provides employees with a competitive compensation package.

Cash Compensation: Salary paid on a monthly basis.

Optional for Dean of Students On-Campus Housing/Utilities: Employees contribute toward the cost of housing/utilities at a fraction of the value of the benefit. Details provided in compensation offer overview.

Paid Sick Leave: Awarded upon the 6-month anniversary of hire date and each 1-year anniversary thereafter, at a rate described in the employee policy manual.

Paid Personal Time Off: Paid PTO is awarded upon the 6-month anniversary of hire date and each 1-year anniversary thereafter, at a rate described in the employee policy manual.

Paid Holidays: The Dean of Students is paid for ten holidays throughout the calendar year, as described in the employee policy manual.

Health, Dental, Vision Insurance: Employees contribute to the monthly premiums for this coverage.

Retirement Savings Incentive: Available upon 1-year anniversary of hire date, at a rate described in the employee policy manual.

Private Christian School Tuition: 100% tuition scholarship provided for staff children in K-12th grades.

Approved: Ron Riley, March 2021.