

**Wilmington Christian School
Dean of Students Job Description**

Job Title	Dean of Students
Employment Class	1
Reports to	Headmaster
Weekly Hours/Schedule	40+ hours per week, with flexibility on actual work hours required due to events and other special programs. Occasional night and weekend hours. Normal work hours are M-F, 7:30 am to 4:30 pm. July and some other summer hours can be reduced to M-Th, 10 am to 2 pm, as appropriate and approved.

Wilmington Christian provides a distinctively Christian, innovative education that effectively develops Godly influencers who are well prepared for life after high school and who impact the culture for Christ. Building on the foundation of Scriptural truth, we teach students to grow in Christian character, to excel in academic proficiency, and to foster mentoring relationships. To carry out this religious mission, Wilmington Christian School employs likeminded people who through their speech, conduct, and ministry to students will further our religious purpose and beliefs.

General Summary

The primary purpose of the Dean of Students is to provide spiritual leadership, mentorship, and discipline for the Wilmington Christian Upper School Students (grades 6 – 12).

The Dean of Students will possess the following characteristics, skills, and spiritual gifts:

1. A thriving relationship with Jesus Christ, deep reliance on the Holy Spirit's leading, and a passion for the Word of God
2. A passion to see students equipped as mature Godly influencers
3. A pastor's heart and a warm, inviting personality
4. A passion for distinctively Christian education which is based on a distinctively Christian worldview in all subjects and across all disciplines
5. The ability to provide spiritual guidance and leadership to students with diverse needs
6. Track record of working with students in multiple populations and settings, and developing programs to facilitate excellence in discipline, discipleship, and well-being
7. The ability to build relationships with staff, families, and students and to create environments where students feel confident to share needs and concern
8. Excellent verbal and written communication skills, and a high level of proficiency in public speaking
9. The substantial equivalent of at least five years of youth-serving experience in a Christian school or parallel ministry

10. A minimum of a bachelor's degree in education, leadership/ministry, Christian counseling, or similar fields

Responsibilities

Note that all responsibilities are carried out in close partnership with the Upper School Principal, though the Dean of Students is ultimately responsible for all tasks/responsibilities related to this job.

1. Be **responsible to ensure that WCS meets the ACSI accreditation standards** related to student well-being and spiritual growth. (Related Standards are listed at the end of this job description.) As such, the Dean will:
 - a. Develop and implement standards-related initiatives for which he or she is personally responsible, and,
 - b. Work with others in various school departments to ensure standards are met.
2. Create and lead **student-wellness programs and initiatives** that will contribute to the well-being of all upper school students.
3. Adapt and/or create a comprehensive **student leadership development program**, including possibly absorbing the current student government program.
4. Handle all upper school **student discipline issues**, keeping accurate and formal written records of all incidents.
5. Prepare and oversee the enforcement of upper school **student behavioral contracts** as necessary.
6. As necessary, make recommendations to the appropriate administration team member(s) regarding **student suspensions and dismissals**, adhering to set protocol and policies.
7. Give input into revisions of the **upper school student handbook**.
8. Promote and build commitment to the **Student Code of Christian Conduct**, making it core commitment of WCS upper school students.
9. Coordinate and enforce the **Uniform Code**, and review as necessary, making suggestions for changes or updates to the WCS Administration Team for approval.
10. Work with the campus pastor in overseeing all **upper school chapels** including planning, promoting, and executing a comprehensive yearly chapel plan.
11. Work with the campus pastor to plan **Influence Group meetings**, including scheduling, preparing curriculum, and assigning and supporting mentors.
12. Plan and lead the annual **high school retreat**. Attend other **major trips** as a key chaperone, as available.
13. Lead the **Upper School Student Life Committee**, holding regular monthly meetings, and ad hoc meetings as necessary. Ensure accurate and timely follow-up of all student life issues.

14. Develop **new and innovative initiatives** to further the work and mission of the Student Life Department.
15. **Mentor and train all WCS faculty** in school-wide behavior and classroom management process, including keeping the WCS Behavior Management Framework updated, and assessing its implementation and success in reaching the hearts of students while providing for an appropriate Christian academic environment.
16. Develop programs to **educate and support parents** on issues related to student spiritual and emotional health.
17. **Collaborate with the Lower School Principal** to support lower school students' spiritual health, emotional health, and discipline initiatives.
18. Perform **other duties** and serve on other teams at the direction of the Headmaster.

Relationships

1. The Dean of Students is hired by, responsible to, and evaluated by the Headmaster.
2. The Dean of Students is a member of the WCS Administration Team.
3. For day-to-day work, the Dean of Students works closely with the Upper School Principal.
4. The Dean of Students works collaboratively with the Upper School Guidance Team, the Campus Pastor, and the Lower School Principal on matters of mutual concern.

ACSI Inspire Accreditation Standards Related to Student Spiritual Growth and Wellness

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| Indicator 1.3 | The school assesses its academic and non-academic expected student outcomes and uses results to drive decisions throughout operations and programs. |
| Indicator 2.1 | The school intentionally cultivates a biblical worldview and spiritual formation through instructional and non-instructional programs, assesses the effectiveness of those programs, and uses the results for program improvement. |
| Indicator 2.2 | Spiritual formation includes the development of Christian Character through discipleship, mentoring, and outreach opportunities. |
| Indicator 2.3 | The school promotes church participation among faculty and students. |
| Indicator 4.1 | The school fosters a Christlike culture characterized by a compassionate, caring, and respectful environment that is sensitive to the diverse backgrounds and cultures, as well as varying needs, of each student and family. |
| Indicator 4.2 | The school provides a structure whereby students are known and supported by adult advocates who are aware of their social, emotional, spiritual, and physical needs. |

- Indicator 6.1 The school networks and engages with the surrounding community and local ministries, as appropriate.
- Indicator 6.2 The school connects with national or global communities to provide opportunities for students to serve.
- Indicator 6.3 Engagement with outside communities positively impacts students and contributes to their holistic development, including spiritual growth.
- Indicator 13.4 The school identifies and addresses the individual, social, emotional, spiritual, and physical needs of students.
- Indicator 20.1 From a biblical perspective, the school cultivates an emotionally healthy environment in which students experience support in their social/emotional development.
- Indicator 20.2 The school provides instruction and programs that emphasize and encourage Godly and healthy living habits.
- Indicator 20.3 The school provides student activities that are consistent with the mission of the school, varied in focus, and reflective of the needs and interests of students.