



IC CATHOLIC PREP

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JOB TYPE:

High School – Dean of Students for the 2023-24 Academic Year

PURPOSE STATEMENT:

As its mission, IC Catholic Prep is a dynamic college preparatory learning community that develops the whole person – Spirit, Mind & Body, inspires critical thinking and independent thought, celebrates a culture of community and faith-based service on behalf of others, and prepares young women and men to lead confidently and selflessly in college and in life.

MINIMUM EXPERIENCE/SKILL REQUIREMENTS/QUALIFICATIONS:

- Type 75 certification with 5+ years in the high school as teacher or administrator: administrative experience preferred
- Exceptional interpersonal skills when dealing with students, parents, and staff
- Ability to prepare and make effective presentations promoting programs within the school
- Comfortable administering consequences for violation of the code of conduct

ESSENTIAL JOB FUNCTIONS

- Administers and enforces school policies related to discipline, dress code, and student attendance
- Oversees and supervises the management of student attendance and discipline records
- Communicates to parents, teachers, and staff regarding infractions of the code of conduct, academic integrity, or other policies
- Oversees and administers the campus's crisis management plans including emergency evacuation and fire/tornado drills
- Organizes behavioral intervention programs, including detention and in-school suspensions on Saturday as needed
- Mentors at-risk students and students in need of additional staff support
- Supervises halls and grounds, both inside and outside the school including student parking lots
- Coordinates and oversees the Disciplinary Review Board hearings
- Confers with the Principal in matters of suspension, probation, and expulsion



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- Advises members of the faculty on effective disciplinary techniques and reports to the Principal regarding their implementation
- Serves as a member of the Administrative Team and the Student Services Team
- Oversees and coordinates student parking and locker assignments
- Oversees and provides supervision and security as needed at all school events including but not limited to student activities, student dances, athletic events, and extracurricular club events
- Performs other duties as assigned

TERMS OF EMPLOYMENT:

The Dean of Students/ Director of Student Activities position is a full-time position, 11-month position with some responsibilities outside of the normal school day.

WORK ENVIRONMENT:

IC Catholic Prep is the oldest co-educational Catholic high school in DuPage County and is the only parish high school in the Diocese of Joliet. Located in Elmhurst, Illinois, the student body comes from over 35 communities representing broad socio-economic diversity. Through our Catholic, college preparatory curriculum, we encourage students to achieve their maximum potential and exemplify the Catholic values taught at IC Catholic Prep. Faculty, staff, administration, students, and parents strive to work together to form a loving, Christ-centered community of believers. Students encounter diversity of mind and culture, excel academically, and experience personal growth through their academic and extracurricular experiences. Students are challenged to become independent thinkers who make a positive impact on the world through a selfless confidence and service to others.

APPLY:

Letters of interest and resumes should be sent to Danielle Wagner, Principal, by email:

DWagner@iccatholicprep.org