**Job Title: Assistant Dean of Students**

Position summary: This position builds relationships with the students and faculty to promote a positive and supportive school environment. The Assistant Dean of Students provides proactive leadership in behavior management and is responsible for attendance, discipline, and student life.

**Position description:**

* Develops and sustains effective relationships with constituencies of the school and provides fair and consistent interactions with them.
* Works with the constituencies to establish and review student discipline policies for effective school management.
* Serves as a resource in identifying classroom management issues and student behavioral expectations and aids in promoting positive student behavior.
* Understands, promotes and practices the Jesuit model of education set forth by the national Jesuit Schools Network (JSN).
* Responsible for guiding student activities, organizations, programs and initiatives.
* Assists in the development and implementation of policies and rules governing student life and conduct.
* Coordinates student attendance policies, monitors attendance and the completion of attendance reports.
* Confers appropriate consequences for behavior and maintains a record of an action taken.
	+ Includes written and verbal communication.
* Provides supervision at extra-curricular events when needed.
* May perform other administrative duties as assigned by the Dean of Students / Principal such as serving on various committees.

**Supervision Received: This position is supervised by the Dean of Students / Asst. Principal**

**Job Requirements:**

* Experience in Catholic/Jesuit education.
* Five years of high school teaching experience.
* Previous private or public high school administrative experience with plans for educational administrative licensing and certification.
* An appreciation and understanding of Catholicism and the role of faith in education and leadership and experience working with the development of students’ social, emotional and physical needs.
* A background in classroom management and effective instruction, along with demonstrated experience as a strong disciplinarian.
* Strong communication skills and the ability to deal tactfully with people of varied cultural and educational backgrounds.
* Ability to meet deadlines and maintain accurate records.

**Working Environment**: This position requires frequent contact with employees and students. It may require prolonged periods of standing, sitting and driving along with light lifting and bending.

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

Interested candidates should send their cover letter, resume and references to the Liz Merwin, HR Manager at merwin@muhs.edu.

**Marquette University High School’s Diversity Initiative**

Marquette University High School seeks to graduate students who are intellectually competent, open to growth, religious, loving and committed to doing justice.

As such, Marquette’s diversity initiatives aim to enhance the school culture that calls us to embrace the dignity of all people regardless of gender, race, socio-economic background, religion or orientation.

Marquette University High School supports and promotes diversity through a variety of programming and co-curricular offerings. These offerings promote and recognize our diverse talents and needs as a community.

Our work in diversity aims to further ground our students in Catholic, Jesuit values and to prepare them to participate in a global economy.