



BELEN JESUIT PREPARATORY SCHOOL

Educating young men since 1854 in the tradition of St. Ignatius of Loyola

Dean of Student Life Role Description

- QUALIFICATIONS:**
1. Bachelor's Degree (Master's Degree Preferred)
 2. Education background (preferred)
 3. Evidence of strong communication, organizational and leadership skills
 4. Proficient in both English and Spanish (preferred)

REPORTS TO: The Dean of Student Life reports directly to the Principal.

JOB GOAL: To assist the Principal in the coordination of the student activities program following the principles and teachings of Jesuit Education.

TERM: 10-month, exempt

I. RESPONSIBILITIES

1. The Dean of Student Life is in charge of the development, coordination, and implementation of the student activities program.
2. Coordinates FLEX activities including the enrichment and intramural program.
3. He/she must be a person who fully understands the apostolic purpose of Jesuit education and is committed to its spreading through personal example and endeavors.

II. FUNCTIONS

1. Coordinates FLEX activities, enrichment opportunities, and intramural program.
2. Plans, coordinates, implements and supervises the activities program of the school.
3. Supervises and attends after-school and weekend student activities.
4. Motivates class unity and participation in grade-level activities.
5. Formulates and implements the budget for student activities.
6. Works in coordination with the Campus Ministry Department in the preparation of the Senior Gratitude Retreat.
7. Responsible for coordinating seniors for the following senior activities, but not limited to: Senior Fan Participation at Sporting Events, Senior Skit, Senior Class Video, Grad Bash and Senior Parent Banquet Student Presentation.

8. Responsible for all school dances including senior and junior proms, 8th grade semi-formal, and homecoming dance.
9. Oversees Student Council to coordinate and promote student-led activities.
10. Attends and offers support as needed at the Alumni Pin Mass, Graduation Rehearsal, Graduation, and 8th grade Pin Mass.
11. Responsible for the Gradventure experience.
12. Contact person for ordering, purchasing and distribution of all 8th and 12th grade polos and/or sweaters/jackets.
13. Approves the extracurricular student activities of the school, including field trips, student conventions, club proposals, student workshops, etc.
14. Supervises and evaluates student travel and exchange programs, including approving participant and chaperone lists.
15. Fully understands the apostolic purpose of Jesuit education and is committed to its spreading through personal example and endeavors.
16. Other duties as assigned by the Principal.

III. Working Conditions and Physical Requirements

1. Must have the ability to stand and/or walk for extended periods of time.
2. Sufficient vision (with correction) to read and observe distant objects.
3. Sufficient stamina to occasionally work outside under high temperature weather conditions.
4. Ability to work a flexible schedule as hours and shifts may vary according to the school calendar.

EVALUATION:

The Dean of Student Life will be evaluated annually by the Principal. The evaluation will be based on the Dean of Student Life self-evaluation, the Characteristics of Jesuit Education, and the responsibilities listed above.

This role description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.