



Job Profile

Job Title:	Dean of Students
Department:	Administration
Reports to:	Principal
Date:	3/6/26

Job Status:

Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>

General Summary

What is the primary purpose of this position?

The Dean of Students at St. Francis High School is directly responsible for the creation and implementation of effective programs related to student discipline, student and staff safety, and education. The person in this position creates and monitors student intervention plans, oversees student attendance, and manages student discipline problems and concerns. The Dean of Students is also responsible for overall campus safety, including safety training. The person in this role oversees the Wellness Office and directly supervises the Wellness Counselor and the Administrative Assistant supporting the Dean of Students. This position is a member of the administrative team.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Administrative

- Manages day-to-day administrative operations of the Dean's Office, including general problem-solving, responding to inquiries, and providing administration support to the front office area. Responsible for opening the office as needed.
- Direct supervisor for the Administrative Assistant to the Dean. Oversees daily work activities, sets performance goals, provides feedback and coaching.
- Responsible for communications, content, and information to parents from the Dean's office or Wellness Office.
- Facilitates and tracks student activity permission forms, dance guest clearance, early dismissal clearance, field trip requests, speaker on campus requests.
- Responsible for non-academic student-related records and confidential materials such as attendance, tardies, conduct/discipline actions, detention records, court orders, emergency medical information, medication and immunization records, wellness and mandate records.
- Develops, analyzes, and maintains student reports as needed.



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- Oversees parent volunteer clearance, ensuring required background check and clearance is obtained prior to volunteering on campus.
- Responsible for accurate reporting to parents for conduct and discipline actions, attendance concerns, and credit loss policies.
- Develops and implements student policies and procedures. Coordinates the revisions and publication of the Student/Parent Handbook annually.
- Responsible for Dean's Office budget, including safety and wellness budgets, and planning and stewardship of school funds.

Discipline

- Principal oversight for all behavioral and disciplinary policies. Overall enforcement of discipline policies, including documentation of behavior and sensitive and complex investigations involving students.
- Works directly with CPS, Law enforcement, EMS or other outside agencies as dictated by the student's disciplinary or wellness event.
- Creates and implements restorative justice action plans as appropriate for behavioral actions of students.
- Organizes and conducts Discipline Review Boards with students, families, and staff.
- In collaboration with the Director of Student Activities, supervises faculty, staff and parent volunteers at school dances.
- Manages the school detention and Saturday school programs, including physical supervision of detention and Saturday school, management of disciplinary database, and analysis reporting.
- Facilitates mediation and conflict resolution among students, between students and staff and between students/families and staff as needed.
- Ongoing management and promotion of the "Catch Them Doing Good" program to reinforce positive student behavior.

Safety

- Leads all safety teams, including the SFHS Staff Safety Team, the Parent Safety Committee, and the Student Safety Committee. Responsible for choosing the members, planning the school year objectives, providing the necessary training, and leading the meetings.
- Along with the SFHS Staff Safety Team, plans and coordinates emergency drills and training for students, faculty and staff, including active assailant training (Run/Hide/Fight), emergency evacuation, fire, earthquake, shelter-in-place, lockdown. Ensures emergency bags, Go Kits, and shelter-in-place kits are appropriately stocked and maintained, and reunification plan is in place.
- Responsible for updating all safety publications, including the Emergency Response Manual, Diocesan Safety Plan, classroom rosters and evacuation maps.
- Coordinates emergency notifications and training for families, students, and staff, including system testing with the Technology department.
- Conducts annual staff safety training, new employee safety training, and safety



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training for parents and students.

- In collaboration with the Wellness Counselor, plans and executes safety and wellness assemblies and education for students, staff, parents, and dedicated parent groups as appropriate and as needed for current events. Ensures all staff mandated training is executed.
- Responsible for the enforcement of the substance abuse prevention policy, including the coordination of drug dogs on campus.
- Responsible for adherence to local state and federal policies regarding bullying, harassment, grooming, digital safety, and social media education. Collaborates with local state and federal law enforcement and community organizations to enhance safety measures and resources for the school.
- Responder to ill or injured students/faculty/staff on campus, ensuring communication with HR for faculty and staff matters. Oversight of medical supplies, including Epi pens, NARCAN, and AED updates.
- Secures outside security services and provides ongoing monitoring and management of contracted personnel. Ongoing relationship and work with Sac PD as needed.
- In collaboration with the Senior Operations Manager, oversees all parking related matters, including student parking applications, staff parking permits, senior painted parking event, special events parking, and general parking monitoring.
- Responsible for campus traffic planning, including education and enforcement of map and plan for student and staff drivers, and parent pickup.
- Continued research of safety grant opportunities. Processes applications and administration of grants received.

Wellness

- Oversees Wellness Office and directly supervises Wellness Counselor.
- Provides back up to Wellness Counselor with students/parents in crises.
- In coordination with Wellness Counselor, health professionals, staff, and parents, makes arrangements for students mandated out for medical treatment, and coordination of re-entry plan to school. Creates documentation of events.
- In collaboration with Administration, provides counseling and student resources for personal and academic support.
- In collaboration with the Wellness Counselor, implements proactive mental health initiatives to raise awareness, reduce stigma, and provide specific resources for students and families, including workshops, training, outreach, and collaboration with local mental health organizations.
- In collaboration with the Wellness Counselor, holds parent education and engagement opportunities related to substance abuse, sexual exploitation, dangerous behaviors, social media use, and communication strategies. Provides substance use prevention events for parents and students.
- Coordinates grief response in death involving a student, staff, or family member.
- In collaboration with Wellness Counselor, provides oversight of Student Peer Team



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Program (peer training, small group events, assemblies, podcasts).

Inclusivity

- Successfully fosters and supports an inclusive educational environment.
- Works with the Cultural Engagement Specialist to follow recommendations for racial reconciliation. Monitors diversity statistics. Works in collaboration with the stakeholders of the Black Parent Group (BPG) and Administration.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor's degree required. Master's degree preferred.

Job experience:

- Five or more years of administrative or other relevant experience preferred.
- Experience working in secondary education preferred.
- Experience in Catholic education preferred.

Technical/Functional skills:

- Pastoral manner and exceptional interpersonal skills; ability to maintain a patient, calm, and supportive environment;
- Strong ability to handle confidential information appropriately and manage sensitive conversations with tact and diplomacy;
- Understanding of Ed Code and the legal requirements of the handling of student information;
- Understanding of Canon Law and its application in a Catholic high school environment;
- Excellent organizational and time management skills with the ability to manage multiple projects and students efficiently;
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students and their families;
- Experience in diversity work — both in training and in implementation — and a commitment to fostering culturally competent and inclusive learning environments;
- Experience with crises; the ability to remain calm and effective in an emergency; ability to manage emotional responses and convey steadiness in challenging encounters with students, parents, and public;
- Ability to rapidly respond; strong decision-making capability in response to shifting situations or emergencies;
- Comfortable presenting in front of large groups of students, staff, and parents with strong technical presentation skills;
- Excellent verbal and written communication skills;
- Exceptional attention to detail;



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- Self-directed professional who will identify and problem solve with limited supervision;
- Knowledgeable in computer applications related to the duties and responsibilities, specifically Google Suite.

Other Requirements:

Other duties may be required as needed.

Some night and weekend work will be required for school events.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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