

Position Description: Assistant to the Primary Grades Dean of Students, Burleigh Street Campus

Mission	<i>To disciple children for Christ, now and for all eternity, and to train them in excellence for their roles in their family, church, community, workplace, and country</i>
Vision	<i>We are a national model of Biblical living, individual and community transformation, and exceptional educational outcomes. We are salt and light to the glory of God.</i>
Core Values	<i>Christ First • Biblical Discipleship • Sacrificial Love • Radical Expectations</i>
Job Type	Full-Time/Twelve Month/Salaried Position
Position Objective	The Dean of Students strives to live and breathe St. Marcus Lutheran School's mission, vision, and core values. A successful candidate is someone who is extremely organized, detailed, and data-focused. Clear and proactive communication skills are a must. The Dean of Students drives and enhances team culture consistent with the school's mission and the school covenant. In short, they have a keen spiritual focus resulting in academic and behavioral excellence and they exude joy factor.
Qualifications	<ul style="list-style-type: none"> Personal alignment with core values; St. Marcus church membership preferred Possesses a humble spirit, growth mindset, unrelenting I AM THIRD mentality Minimum 5 years school experience preferably at the kindergarten or primary level Excellent classroom management and communication skills Internal candidates - current director's and principal's recommendation
Compensation	Commensurate with experience
Reports to	Director of Primary, Burleigh Street Campus
Direct Reports	Non-supervisory
Application Process	Interested applicants should send a letter of interest and resume to schooljobs@stmarcus.org . Internal candidates should have a conversation with their supervisor before sending the materials. Thank you!

RESPONSIBILITIES & DUTIES TO ACHIEVE POSITION OBJECTIVE

- I. Support the Primary Grades Dean by:
 - A. Enforcing the 4 critical covenant issues: attendance, timeliness, uniform, and homework. Detailed record-keeping is essential. Follow up with absent students daily by 9 a.m.
 - B. Quality planning and executing meaningful, quality assemblies, sacred circles, and other special events.
 - C. Holding teachers accountable to the same high standards to which teachers hold students. This is particularly important in critical covenant issues.
 - D. Maintaining a personal attitude of "YES", I am THIRD, solution finding, and "every child succeeds."
 - E. Providing guidance on culture issues that need to be addressed.
 - F. Clear and timely communication on all school matters.

- II. Student Discipline:
 - A. Supports teachers/advisors with student discipline as it pertains to the critical covenant issues.
 - B. Informs the Principal and Director of growing or unresolved parent/student critical covenant issues.
 - C. Provides support to teachers/advisors with all student behavioral problems.
 - D. Works with advisors ensuring students comply with detention and eligibility requirements.
 - E. Communicates significant behavioral issues with parents and the Middle School Director.
 - F. Records all office referrals, suspensions, expulsions, and other major disciplinary actions in Skyward.

- III. Completes other assigned duties, including but not limited to:
 - A. Lunch supervision.
 - B. Student entry and dismissal as assigned.

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- C. Weekly detention(s) as deemed necessary.
- D. Builds culture pieces within the school day.
- E. Create and implement incentives to improve student culture.
- F. Attends or volunteers at all major school-wide or primary school events such as the gala.
- G. Responds promptly and in a reliable manner to communications and requests from all team members. A 24-hour response is expected, particularly to other administrative team members.

IV. Leads and Facilitates:

1. *Community Service

- a. Present opportunities for service throughout Kindergarten and Primary, inside and outside of the school building.
- b. One for each class 2x/year
- c. Present by end of Q1

2. *Incentives:

- a. Student of the Week (Bi-Weekly)
- b. Spirit Week
- c. Weekly Dress Down
- d. Celebrations
- e. Test Results
- f. Student Growth
- g. Triple Crown
- h. High Honor Roll / Top 25%

3. *Parent Advocacy -

- a. Develop lasting relationships and a thorough sense of trust between families and St. Marcus staff. Work with other campus deans to determine if we can work across divisions to drive advocacy.
- b. Monthly/Quarterly Communication.
- c. Daddy Duty - One day per month where dads come in throughout the day to manage, monitor, and assist in any capacity. More about having a fatherly presence throughout the school and eventually have some conversations and training with students.
- d. Work with the Parent Involvement Committee to develop meetings, sessions, workshops, etc.
- e. Works as a liaison between the parent body and the staff.

***Non-negotiables:**

***Hold high expectations for all students and parents.**

***Manage discipline/culture issues.**

***Ensure all are adherence to 4 Critical Covenant Issues:**

- Attendance
- Timeliness
- Uniform
- Homework/GPA

***Walking halls during most transitions, lunch, before/after school.**

***Managing Classroom Culture with monthly observations and 1-on-1's.**

***Ensure Signage and Verbiage is consistent throughout Primary:**

- I AM 3rd
- Be STRONG

***Track discipline records and office referrals.**

***ISS**

***Organize Detention.**

***Student Speaker for Assembly, if appropriate.**

***Lead Assembly:**

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- Character Theme / Pillars.

***Student contracts based on disciplinary action.**

***Available for all P/T Conferences.**

***Lead PD.**

V. Meet Expectations of St. Marcus Staff and Administrative Tasks

- Exemplifies mission mindedness and prioritizes ministry involvement
- Demonstrates responsibility and professionalism towards job responsibilities
- Establishes, maintains, and publishes a daily schedule
- Be available by phone to staff members (and St. Marcus families when necessary) after school hours and on weekends
- Contribute to the school culture by supporting outreach activities (ie. quarterly awards ceremony)
- Uphold code of conduct and school policies