



Interim Dean of Students

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving approximately 1400 young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

As a leader in a Jesuit school, the Dean of Students is inspired at all times by the highest Ignatian ideal of *Ad Majorem Dei Gloriam* (For the Greater Glory of God). Within this context lie the Ignatian ideals of companionship and collegiality. This relationship was modeled by St. Ignatius and his early companions and strives to uphold the virtues of being Christ-centered people for and with others.

ROLE PURPOSE

- The Dean of Students should be an outstanding leader who models the way, inspires a shared vision, challenges the process, enables others to act and encourages the heart.
- The Dean of Students should be discerning and reflective, deeply committed to the ongoing exploration of their own spirituality, in order to accompany faculty, staff and students.

LINE OF AUTHORITY

- The position is directly responsible to the Vice Principal of Student Life.

KEY RESPONSIBILITIES

- The Dean of Students will have significant, shared responsibility for the pastoral care of students in the high school.
- The Dean of Students will take on a significant leadership role in terms of the individual and collective standards of behavior of students, ensuring that there is symbiotic relationship between care and learning.

SPECIFIC RESPONSIBILITIES

The Dean of Students will:

- Attend Students of Concern meetings.
- Attend Community Council meetings.
- Attend Principal's Leadership Team meetings.
- Oversee student discipline, understanding that discipline exists as part of holistic student care.
- Work with teachers to maintain high standards of behavior.
- Manage student issues as referred by Heads of House, faculty, and staff.
- Communicate with parents/guardians about disciplinary infractions and procedures, and attendance.
- Coordinate activities from the student leadership group, including senior activities, under the guidance of the Vice-Principal of Student Life.

- Support the Vice-Principal of Student Life with all school dances and student-sponsored events.
- Support the Vice-Principal of Student Life with freshman and high school transfer orientation program.
- Conduct JUG (after school detention) and Saturday JUG.
- Conduct Saturday JUG.
- Work with Heads of House, Guidance Counselors, Adjustment Counselors, and the Vice-Principal of Student Life to support students in crisis.
- Uphold the standards contained in the student handbook and keep these standards updated.
- Organize and schedule all non-athletic transportation needs for grades 9-12.
- Manage all maintenance concerns regarding school buses/vans.
- Work with RMV to ensure that all school vehicles stay within city and state regulations.
- Oversee all matters for student public transportation, including working with the MBTA.
- Supervise students in the café during lunch periods in serving lines, while eating, and café dismissal.
- Oversee morning attendance including the completion of admit slips, meeting students, parents, and visitors.

Other Duties

The Principal and Vice-Principal of Student Life may allocate other duties in accordance with the school's needs and in keeping with the expertise of this position of leadership.

The nature of the position is such that the Dean of Students is required to be available outside the “normal” office/school hours, to attend meetings and presentations whenever necessary and to represent the school in a variety of forums whenever required.

The role requires presence at student co-curricular and athletic events, in evenings, on weekends, and during holiday periods.

SELECTION CRITERIA

- Minimum of Bachelor’s degree required; Masters degree preferred.
- Successful teaching and administrative experience, preferably in the context of all boys’ education.
- An engaging personality and proven track record of working effectively with others in a community environment.
- A deep understanding of and commitment to excellence in boys’ education.
- Outstanding work ethic, communication, and interpersonal skills.

Deadline for applications is Wednesday, February 8.

Applications should be addressed to the Principal, Mr. Adam Lewis.

Applications should include a cover letter and resume, and be sent care of Ms. Sue Glover; Manager, People and Culture, at sglover@bchigh.edu.