



Dean of Students

La Salle College Preparatory is seeking a talented leader to be Dean of Students, Campus Safety/Coordination, Covid Compliance & Discipline.

QUALIFICATIONS

- Master's degree preferred.
- Classroom experience.
- Leadership experience.
- Demonstrated leadership qualities.
- Ability to work collaboratively to promote student learning.
- Excellent organizational, communication, and interpersonal skills.

Brief: **Dean of Students** works under the direction of the Principal, and oversees student health, campus safety, student discipline, and maintenance of good order in the School. The Dean is also responsible for the coordination of facility scheduling and the completion of and communication of all School reports regarding attendance and health & safety protocols for local, city, state, and accreditation bodies.

MAJOR AREAS OF RESPONSIBILITY

Accountability/Discipline

- Establishes and enforces procedures for the supervision and maintenance of good order in the school, including student conduct, disciplinary sanctions, and student attendance.
- Manages daily desk operations and attendance
 - Reviews the attendance and tardy reports produced bi-monthly by the Attendance Secretary and regularly notifies parents of student attendance deficiencies
 - Notifies parents of student attendance deficiencies at the end of each official grading period.
- Consults on a regular basis with the Counseling Department in the areas of student discipline, drug, and alcohol abuse prevention, and other student needs.
- Chairs the Discipline Advisory Board with the Administration.
- Acts as liaison with Interquest.
- Communicates with parents, faculty, and staff, as appropriate, regarding any student health, campus safety, or discipline infractions.
- Provides information to the Discipline Advisory Board in a timely manner when

appropriate.

- Administers appropriate corrective behavior measures.

Planning and Campus Safety

- Collaborates on the Master calendar and the scheduling of events for the campus.
- Collaborate with the Operation Team meeting
- Develops and maintains a Coordinators of Student Health, Campus Safety & Discipline Procedural Book.
- Organizes and assigns faculty prefects for student events as needed.
- Campus Safety - Rave app?
- Summer Program Operations: works in conjunction with Vice-Principal and Athletic Director for Summer Program Operations' needs.
- Updates and communicates emergency procedures and protocols on a regular basis
- Assists the Principal and Vice-Principal in other areas as delegated.
- Conducts monthly emergency procedures for the campus.
- Establishes a schedule for the proctoring of the school building, grounds, dining hall, and parking lot during school operation.
- Ensures that first aid kits and emergency kits are up to date and accessible throughout the campus.
- Liaison for facility needs for faculty and staff to the appropriate person.
- Proctors designated student events.
- Approves all off-campus student activities and maintains the Student Liability release forms for all school-wide events

Covid Compliance and Student Health

- Maintains the health and safety of all students including but not limited to COVID compliance, injury reports, etc...
- Maintains a working relationship with the Pasadena Public Health Department.

Misc

- Coordinates yearbook and ID picture taking and distribution with Life Touch
- Coordinates replacement student body identification cards with the yearbook moderator.
- Assigns student parking spaces
- Assigns student lockers

Reports to: Principal

Interested candidates should send a cover letter and resume to: employment@lasallehs.org