



St. John's College High School

CLASS DEAN

Washington, DC

ABOUT THE SCHOOL

Welcome to **St. John's**, a school faithful to the teachings of the De La Salle Christian Brothers. Throughout its rich history, St. John's has become synonymous with excellence, diversity, and leadership. A St. John's education focuses on holistic personal growth, innovative thinking, and preparation for a life dedicated to service. What makes a Catholic education in the Lasallian tradition exciting and unique is the emphasis on creating compassionate, faith-filled, forward-thinking individuals who are prepared to excel and make meaningful contributions to the greater community.



START DATE: August 1, 2024

POSITION OVERVIEW:

The position of Class Dean will be a member of the St. John's administrative team and will be responsible for supporting their designated class until 12th grade. The class dean position, in its creation, is directly connected with strengthening the Lasallian concept of responding to the needs of the students at St. John's by supporting their academic, social/emotional, and other opportunities and challenges. Its primary purpose is to act as a mentor and advisor and also to support the safety and security of the students by administering school discipline and correction. The Class Dean will be the primary contact for disciplinary matters for the assigned class. The class dean will report to the Assistant Principal for Student Life and work closely with the Principal, Assistant Principal for Academic Affairs, and school counselors.

POSITION RESPONSIBILITIES INCLUDE:

- Develop a relationship with students in their assigned class. Meet with students individually or in groups during the first quarter to provide support at the start of the school year.
- Regularly review grades and attendance.
- Enforce school discipline policies and oversee disciplinary situations concerning students in their assigned class.
- Facilitate a vision for student discipline and enforcement.
- Meet with students during course registration periods to discuss options for course of study.
- Support seminar series and grade level retreats.
- Assist in the proctoring School-Based Standardized Tests (ACT/SAT), PSAT and AP exams.
- Develop academic structures and plans for students that have missed an excessive amount of school because of various medical or other reasons.
- Communicate with parents about various programs for grade level and correspond about.
- Act as point of contact for academic support programs and tutoring.
- Teach at least one academic class or oversee logistical needs of the Office of Student Life.

QUALIFICATIONS:

- A minimum of a bachelor's degree.
- Desire to support the Catholic, Lasallian mission of the school.
- Independent/Catholic school experience.
- Ability to consistently enforce school policies and procedures as outlined in the Parent-Student Handbook.
- Understanding of Program of Studies and curricular requirements to support student progress.
- Commitment to understanding disciplinary practices and procedures that could more effectively meet the needs of the community.
- Understanding of ways to support students' mental health needs or willingness to grow in that understanding.
- Willingness to be flexible when attending to duties and responsibilities of students and the community.
- Ability to effectively communicate effectively with faculty, administrators, and families.

HOW TO APPLY:

St. John's College High School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Christopher Themistos, Principal), a resume, and a list of at least three professional references consolidated as a single PDF document to Alison Moore, Senior Recruiter at alison@dovetailedsourcing.com. Please do not contact the school directly.