**Mount Saint Joseph Academy**

**Dean of Students**

**June 2017**

The responsibilities of the Dean of Students of Mount Saint Joseph Academy are as follows but not limited to:

To serve in a cooperative capacity with all school administrators and as an advisor to the president and principal in the matter of student affairs  
  
To keep the Principal informed of student issues in a timely fashion  
  
To facilitate weekly meetings with the President, Principal, maintenance and food service representatives  
  
To coordinate and schedule ID pictures, graduation portraits, senior panoramic and college t-shirt pictures, ring orders and their distribution  
  
To be available when necessary to supervise and support weekend and evening activities sponsored by the school or student organizations  
  
To facilitate the daily announcements with the leadership of the Student Council  
  
To coordinate with members of the administrative team the Freshmen Orientation Sessions and new/transfer parent meetings each August / September  
  
To schedule monthly faculty / staff birthday breakfasts and celebrations, and additional meals that are provided by the food service personnel  
  
To lead and work collaboratively with all administrators and colleagues in the implementation and organization of the school's Advisory Program  
  
To assist moderators of clubs, events and activities as necessary  
  
To dialogue with all appropriate personnel in matters concerning the students, ensuring that the student’s right to privacy is upheld  
  
To direct supervision of the cafeteria and assemblies  
  
To interview, mentor, and document when necessary in the student information system, individual student violations of school regulations  
  
To contact parents when a student's actions violate the school's disciplinary regulations  
  
To be objective and keep confidential all records of student behavior  
  
To monitor and document student absenteeism and lateness and to make contact with a student's parent when necessary  
  
To insure the accuracy and publication of the Student Handbook  
  
To prepare the agenda and record the minutes of administrative meetings  
  
To be available for extra and co-curricular school activities  
  
To assist the Dean of Studies where needed in all testing and registration duties  
  
To coordinate the yearly Activities Fair  
  
To assist moderators and students in planning, scheduling, and financing of extra and co-curricular activities, events, and assemblies  
  
To prepare the annual school calendar in consultation with the president and principal, and to keep the web calendar up to date on a daily basis  
  
To maintain the schedule for use of all school spaces, including the Alumnae Room  
  
To assist in the preparation of the weekly memo distributed to all colleagues.  
  
To supervise student and faculty parking assignments.  
  
To supervise and assist in school wide student sponsored fundraising activities  
  
To supervise ticket sales for all student events  
  
To oversee the students' adherence of dress code regulations  
  
To be available at Open House and Freshmen gatherings to explain dress code requirements and to oversee transportation issues  
  
To coordinate, in consultation with the president, the use of the building by outside agencies.  
  
To assist in the coordination of students' daily transportation.  
  
To oversee with the Campus Minister, the Ring Liturgy, graduation preparation and rehearsals.  
  
To support the Campus Minister in the organization and implementation of the student retreat programs for all classes.  
  
To  participate in at least one of the Unitas Retreats, and attend the Junior Training Retreat, and the retreat for Juniors, Sophomores, and Freshmen.  
  
To attend with the Campus Minister any student conference held in conjunction with the Congregation / Sisters of Saint Joseph.  
  
To coordinate and assist the moderators of all school sponsored trips both locally, and abroad.  
  
To participate as a teacher in the Women as Founders Seminar, and when necessary, to coordinate the participation of fellow colleagues and the completion of student seminar requirements.