**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.