



Job Title: Dean of Students
Reports to: Upper School Principal
Work Schedule: 10-month position; 7:30AM-4PM daily with some evenings and weekends

Date Posted: December 2021
Start Date: August 2022
Status: Full time with benefits

ABOUT FPD

First Presbyterian Day School (FPD) is a 3K-12th grade Christ centered, college preparatory independent school located in Macon, Georgia which exists to educate and equip children to change the world for God's glory.

ABOUT THE ROLE

The expectation of the Dean of Students is to build relationships with students; and promote and maintain student discipline by intervening with students and effectively communicating with parents and faculty.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build relationships with students and, in turn, intervene as needed when students get 'off-track' behaviorally.
 - Devise a plan to follow-up with students throughout the year.
 - Hold students accountable for school handbook policies working with faculty and staff towards consistent, gracious enforcement of discipline.
 - Support division principal as lead 'investigator' with discipline issues.
 - Be a visible presence and influence in areas such as hallways, lunchroom, and chapel.
 - Oversee discipline and attendance referrals and follow through regarding procedures and accountability.
- Clearly communicate with parents and faculty in a compassionate and gracious manner.
 - Establish proactive communication strategies to identify emerging patterns and notify parents before major consequences are enforced.
 - Work with faculty and staff in building consistency of expectation and confidence in administration of policy.
 - Counsel students when necessary; develop and work closely with school counselor and faculty/staff mentors in supporting student growth and maturation.
- Design solutions or plans as needed and propose to administration.
 - Visit other best practice schools as time allows.
 - Maintain student discipline and follow-through with correspondence and record keeping related to discipline.
 - Assist with campus security and ensure compliance with respect to regular safety drills.
 - Keep the division principal and Head of School (major issues) fully informed on student issues and all other relevant matters pertaining to school life.
- Assist in promoting campus events to the students and proactively recognize teams and individuals who exhibit godly qualities and mission alignment. Support coaches/advisors if a student is having behavioral issues at school.
 - Assist with new student orientation and assimilation.
 - Assist with special programs and gatherings that promote school culture.
 - Support the school and its leadership.

REQUIRED QUALIFICATIONS

- Bachelor's degree in relevant field
- Growing Christian with a credible profession of faith and involvement in an evangelical church.
- Experience in leading others toward shared goals and building community
- Demonstrated skills defined within the content of the position description, including excellent interpersonal and written/verbal communication skills
- Capacity to initiate and nurture relationships
- Computer proficiency: MS Office and data base management (experience with Blackbaud preferred); possess the ability desire to learn new technologies.
- Commitment to a lifestyle above reproach in line with FPD's Statement of Christian Principles and Ministerial Role of Faculty.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The majority of work will be performed on the school campus. The person in this role is regularly required to stand and walk for extended periods of time and may be required to lift up to 20lbs.

Visit www.fpdmacon.org/employment to apply or learn more.