

**POSITION:** DEAN OF STUDENTS  
**DEPARTMENT:** Academic Administration  
**STATUS:** Full-time (year-round, including summer)  
**CLASSIFICATION:** Exempt  
**REPORTS TO:** Principal



Arrupe Jesuit High School is a Roman Catholic, co-educational, college preparatory school sponsored by the Jesuits of the USA Central and Southern Province. Arrupe Jesuit serves economically disadvantaged students from Denver's inner-city neighborhoods. By enhancing the human, intellectual, and spiritual capacities of our students through a rigorous, innovative, and affordable college preparatory education, we offer hope for a brighter future to some of Denver's neediest youth. Our goal is to empower graduates who will continue their education and return as leaders in their communities.

The Dean of Students serves the mission and community of Arrupe Jesuit High School by overseeing and promoting a positive, healthy school environment. He/she is responsible for maintaining the norms of student conduct related to discipline, attendance, and school safety to ensure the orderly running of the school day and student events. He/she works with the Principal and other administrators in implementing students' social-emotional formation according to the Profile of the Graduate at Graduation, serves on the Principal's administrative team, and serves as the chief liaison for student behavior concerns.

*Primary responsibilities:*

- Oversees student discipline by:
  - researching, developing, and implementing a tiered system for behavior management, which promotes positive student behavior and provides holistic formation according to the Profile of the Graduate at Graduation
  - supervising students and reinforcing positive behavior by being intentionally present throughout the campus before classes begin, during the school day, and at the conclusion of classes
  - collaborating with the Director of Curriculum and Instruction to support teachers in developing and implementing norms of student conduct for classroom learning
  - managing the disciplinary referral process and implementing disciplinary interventions in collaboration with faculty, staff, and administration
  - maintaining discipline records, evaluating important trends, and providing discipline data reports for review among the administration
  - facilitating regular student support meetings among the administration, in collaboration with the Assistant Principal for Academics
  - communicating with students and parents/guardians regarding behavior concerns, intervention efforts, and formal disciplinary processes
  - attending to student crisis situations as they occur during school and after hours

- Oversees student attendance by:
  - collaborating with the Main Office to monitor student attendance and maintain student accountability
  - communicating with students and parents/guardians regarding attendance issues
  - collaborating with the Assistant Principal for Academics to assess students' excused or unexcused absences
  - providing attendance data reports for review among the administration
- Oversees school safety and security by:
  - responding to any safety issues on campus during the school day
  - providing first aid as needed
  - maintaining the safety, security and positive environment for major student events (e.g., dances, Masses, pep rallies, large gatherings, etc.)
  - coordinating with the Director of Maintenance regarding safety drills, security cameras, locker assignments, and parking lot usage
  - serves on the school's Crisis Management Team
- Strives to maintain positive rapport with students and families to address any issues by means of reasonable, cooperative, and respectful communication
- Works with the Counseling Department to address social-emotional issues which may be affecting student behavior, attendance, or other issues
- Assists with the hiring, onboarding, professional growth and renewal (PG&R), and administrative leadership of faculty and staff
- Coordinates with various administrators in the development, maintenance, distribution, and receiving of agreement forms for the Student and Family Handbook
- Coordinates oversight of the school's "lost and found" location

*Knowledge, experience, and other qualifications:*

- Bachelor's or master's degree in a relevant field
- Must be committed to the mission and values of Arrupe Jesuit High School
- Must have at least 3 years of experience working in a school environment
- Must have a solid understanding of adolescent development, social-emotional health, and trauma-informed pedagogical practices
- Must have strong oral and written communication skills with adolescents and adults
- Must speak and write in Spanish fluently
- Must have the ability to make sound judgments in stressful situations, exercise integrity, and maintain a high degree of confidentiality
- This position requires regular movement around campus, work amid varying weather conditions, and evening/weekend work at times

*Compensation:*

- Salary is commensurate with experience, with a target range of \$60,000 to \$75,000
- Full benefit package including health, dental, vision, long-term disability, 403b retirement plan, life insurance, sick leave, paid vacation, and holidays