



PROVIDENCE  
ACADEMY

## Dean of Students

### Job Description

The Dean of Students will serve to help Providence Academy accomplish its mission to partner with parents to raise Godly leaders who will impact the world for Christ. The Dean of Students is a dual responsibility position that includes the role of a Logic & Rhetoric classroom teacher in addition to student dean. This is an ideal position for candidates who aspire to higher administrative roles. Providence is a 4K-12 private school in Green Bay, WI that has a forward-focused vision to become an innovative leader in the education market through its Christian, classical methodology. Its aim is to produce Godly leaders who impact their communities in lasting ways and are equipped to think and reason critically as they engage the world around them.

### Responsibilities

#### 1. ORGANIZATION/MANAGEMENT

- Assists the Headmaster with L&R student discipline and care
- Supervises the L&R House System
  - Oversees House Points
  - Oversees and develops competitions, activities, and traditions within the house system
  - Maintains and updates the House Handbook
  - Oversees the Coram Deo Retreat
- Oversees dances, Nostos homecoming, and other student focused activities

#### 2. LOGIC & RHETORIC TEACHING

- Teach regularly scheduled courses in their assigned curriculum area, of which Leadership is an expected course - other courses are candidate dependent (70 - 80% of a full-time teaching load)
- Create course syllabi, lesson plans, assessments, and instructional aids to accomplish course objectives
- Follow the expectations for all teachers expressed in the Teacher Job Description

#### 3. STUDENT DEVELOPMENT

- Serves as a lead discipler and mentor to L&R students, especially House Captains
- Is alert to overall student morale and seeks to be encouraging to students

#### 4. PARENT CONSTITUENCY

- Keeps parents informed of any Office Visits administered
- Encourages active participation of parents in the house system, Nostos homecoming, dances, and other student focused extracurricular activities

## **5. REPORTING**

- Reports directly to the Headmaster

## **6. FACULTY-STAFF RELATIONS**

- Functions as a resource and source of counsel to teachers, house masters, and the athletic director in the areas of discipleship and shepherding of students

## **7. SPIRITUAL LEADERSHIP**

- Displays leadership in spiritual growth
- Monitors the overall spiritual growth and maturity displayed by the L&R students

## **8. PROFESSIONAL AND PERSONAL**

- Maintains and displays high standards of personal ethics
- Represents the school with appropriate decorum
- Seeks out ongoing training and growth in classical Christian education

## **QUALIFICATIONS**

- Must be a professing, born-again Christian and affirm our statement of faith
- Must have regular attendance at a church that affirms our statement of faith
- Must possess an undergraduate degree (Master's degree is preferred)
- Demonstrates high personal and professional organization
- Comfortable speaking in front of groups
- Team player who is personable, patient, humble, and able to lead well
- 3-5 years of experience preferred
- Working knowledge of classical Christian education preferred

## **COMPENSATION AND BENEFITS**

- Salary negotiable based on experience
- Six days of PTO during the school year, in addition to regular school breaks, including summer break
- Discounted Providence tuition for children