



Dean of Students

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for others" in the Jesuit tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California invites applications for a full-time Dean of Students position beginning August 2019. The Dean of Students is primarily responsible for the general good order and discipline of the school, the maintenance of attendance records, the supervision of students, emergency plans and overall safety. The Dean accomplishes these tasks by establishing a school culture that promotes student safety and where students learn to respect differences and take responsibility for their actions. Working at Bellarmine requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job

Responsibilities:

- Manages the development, implementation, interpretation and evaluation of policies and procedures related to student attendance, conduct, and transportation
- Manages the review process of student misconduct cases that require disciplinary action to ensure recommendations conform to school policies
- Directs the Bellarmine community on matters of student attendance; oversees the production of daily attendance and tardies
- Manages prefecting duties of faculty members, provides direction relative to executing prefecting responsibilities, and adjusts future assignments when necessary
- Recommends the Conduct Board, when necessary
- Monitors after-school JUGs (detention) and coordinates the monitoring of Saturday JUGS (detention)
- Ensures the order of the school day and the order of school events by working with moderators and by being present as needed and when expected
- Maintains student disciplinary records
- Participates in Principal's Council, and other committee meetings, as assigned
- Maintains Lost and Found items
- Manages the annual revision of Student Handbook/Planner
- Collaborates with counselors and administrators to advise students on matters of conduct pertaining to personal issues inside and outside the school community; help care for the overall health of students
- Serves as a liaison with community leaders including, but not limited to, San Jose Police Department, and school security personnel
- Manages campus-wide parking
- Develops, coordinates, and implements school disaster plans
- Supervises the Administrative Assistant to the Dean
- Advises the Principal on personnel and academic issues during weekly meetings and on an "ad hoc" basis
- Assists with and attends public relations events: e.g., Diocesan meetings, meeting with visitors to the school, parents' meetings and socials, Open House, etc.
- Manages other duties and/or projects as assigned

Minimum Qualifications/Skills:

- Bachelor's degree from an accredited college/university
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents; this includes the ability to de-escalate intense circumstances
- Ability to work effectively with staff and students at all levels, displaying a positive attitude, demonstrating presence and self-confidence, and exhibiting motivation and drive; this includes the ability to provide clear expectations to students while building positive relationships
- Demonstrated understanding and knowledge of adolescent development
- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Self-directed with proven ability to assume responsibility, work independently, creatively solve problems, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects within established time frames and with strong attention to detail, including the ability to stay focused and manage multiple projects/activities simultaneously
- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events; or the ability to use other means of transportation to attend such meetings, activities, and events.
- Ability to perform the job safely with respect to others, property, and individual safety

Preferred Qualifications:

- Master's degree in Education, Leadership or California Teaching Credential
- Three to five years' experience working in a secondary school setting
- Experience working in a Catholic school or Jesuit school

Physical Requirements:

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to safely and comfortably travel around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen, often for extended periods of time

General Information:

- Bellarmine College Preparatory is re-designing the Dean's position to meet our ever-changing needs; we are seeking individuals who desire to work in a collaborative team setting supporting our students in decision making and ensuring campus safety
- This position is classified as a Regular Full-Time Exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which could include evenings and weekends
- This position is eligible for benefits
- This is not a telecommuting position
- The general expectation is that this position will begin work on or about August 1st to prepare for the school year and be completed in accordance with the published school calendar or as instructed by the school's administration

To Apply Online: Please complete the *Bellarmino Faculty Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org, indicating “Dean of Students” in the subject line of the e-mail.

To Send by Mail: Bellarmine College Preparatory
Attn: Human Resources
960 West Hedding Street
San Jose, CA 95126

Bellarmino College Preparatory is an Equal Employment Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religious creed, ethnicity, sex, national origin, ancestry, sexual orientation, gender identity, genetic information, disability, medical condition, age, protected veteran status, marital status, or any other basis protected by law.
