



PRESBYTERIAN CHRISTIAN SCHOOL

103 W.S.F. TATUM DRIVE, HATTIESBURG, MS, 39401

WWW.PCSK12.ORG

601-599-0444

Presbyterian Christian School - Secondary School Dean of Students

Presbyterian Christian School exists to provide a comprehensive college preparatory education distinguished by a biblical worldview to equip students with the moral integrity, intellectual capacity, and social conscience to impact the world for Christ.

The school seeks a dynamic leader, strong manager, and spiritual shepherd who loves Christian education and demonstrates servant leadership for the position of Dean of Students. The individual must be gifted in the area of discipline, communication, and must cultivate positive and mutually beneficial relationships with the school community, students, parents, faculty, and staff.

This position will directly report to the Head of School in accordance with the policies and mission of the school as set forth by the Board of Trustees. This position also works in partnership with other peer-level leaders both campus-wide and school-wide.

- Approximately–500 Students on Secondary Campus
- Approximately–70 Faculty/Staff on Secondary Campus

ESSENTIAL DUTIES:

- Supervise the daily discipline operations of the Secondary School (grades 7-12).
- Work collaboratively with the school-wide administration leadership, Preschool Director, and Elementary School Principal to envision and implement, based upon research and best practice, an innovative and rigorous academic and co-curricular program.
- Partner with the Director of Technology on Secondary School safety and discipline
- Partner with the Director of Communications on internal and external communication, collateral, social media, and branding.
- Partner with the Director of Development on all capital campaigns, fundraising, and financial development opportunities.
- Partner with the Admissions team on meeting, vetting, and reviewing potential new students under review for admission into the Secondary School.
- Partner with the Business office on budget expenditures, human resource systems, and onboarding.
- Oversee all aspects of Secondary School student discipline.

- Communicate with parents regarding the Secondary School.
- Communicate pertinent information regarding the Secondary School to the school community, including parents, teachers, and students.
- In conjunction with the Director of Admissions, regularly review the admissions policies and prospective Secondary School student files.
- Take an active role in the recruitment, admission and retention of students.
- Maintain visibility and accessibility in Secondary School related activities and events, concerts, athletic, drama performances, and open houses.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/office/classroom environment.

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. Moderate physical effort required; generally, requires sitting, walking, and standing. Mobility through the school/classroom is required. Normal lifting, carrying, reaching, pushing, and pulling.

Education, Experience, + Skills Qualifications

- Master's Degree is preferred
- A minimum of three years of administrative experience at the middle/high school level.
- Classroom teaching experience is required
- Working knowledge of classroom management, best practices and strategies, as well as the understanding of diverse student learning styles and needs is required
- Experience with Microsoft Office and/or Apple equivalents, WebEx Classrooms, student information systems generally and related programs.
- Excellent planning skills
- Highly organized and detail oriented
- Manage multiple projects simultaneously and able to adapt to changing environments and priorities
- Self-starter with the ability to work productively and meet benchmarks and goals in a timely fashion
- Strong interpersonal, organizational, facilitation and management skills
- Remarkable professionalism and solid work ethic
- Excellent communication and team skills

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Interested parties should send fill out the employment form located (<https://pcsk12.org/about-pcs/employment/>) and upload a PDF copy of their resume and cover letter at the bottom of the form. Should you have any questions about this process, please email humanresources@pcsk12.org.