



**Job Title:** Upper School Dean of Students

**Status:** Full-time year-round with a start date of July or August 1, 2019

**Prepared by/Date:** JD Zubia / March 2019

### **Position Summary**

The Dean of Students will work closely with the Upper School Principal and students to create and maintain a positive school environment that best suits student growth towards PCA's mission. The Dean of Students' duties include (but are not limited to):

- Works with Upper School Principal to create the best environment to pursue PCA's Mission
- Investigates and resolves discipline, behavior, and student issues
- Manages attendance practices & attendance discipline
- Oversees High School class sponsors & Community Service program
- Oversees and coordinates Special Programs

Candidate must possess a Bachelor's degree (or higher) in Education or Biblical Studies from an accredited university and have a minimum of two years of teaching and/or leadership experience in a school setting. The preferred candidate will possess a Master's degree in Counseling or Divinity with previous experience as an educational administrator in a Christian school.

Candidate should also have a credible profession of faith and testimony, and be actively involved in a local church, as this person will serve as a role model in attitude, speech, and actions for the school community. The ability to articulate his/her Christian worldview and philosophy of Kingdom education is critical. Candidate must possess excellent written and oral communication skills, and demonstrate implementation and use of successful student behavior management and conflict resolution strategies.

All applicants must be in agreement with the PCA Statement of Beliefs which can be found on the [www.palmettochristianacademy.org](http://www.palmettochristianacademy.org) website (Admissions/What We Believe)

If you believe you are qualified, we invite you to submit an online application at the link below.

<https://eastcooperbaptist.wufoo.com/forms/ecbc-pca-employment-form/>

Please direct your questions or resume to Jennifer Fort, Principals' Executive Assistant, at [jfort@palmettochristianacademy.org](mailto:jfort@palmettochristianacademy.org).

### **Organizational Status**

This position reports to the PCA Headmaster.