



Dean of Student Management, Safety, and Security

Central Catholic is a four-year, private Catholic high school that has been located in the heart of southeast Portland, Oregon, since 1939. We offer students a transformative educational experience that emphasizes personal growth, critical thinking, academic excellence and service to others. Our team of talented educators and staff provide the curriculum and care needed for students to become the best version of themselves, going on to have a positive, and purposeful, impact on the world. As one of the most diverse private high schools in the region, we foster a feeling of belonging through our shared vision, values and beliefs. At Central Catholic, we teach and model Gospel values, the faith of the Catholic church, and the teachings of Jesus Christ through our comprehensive religious, academic, co-curricular and service programs.

Members of Central Catholic's staff play a critical role in ensuring that every student becomes the best version of themselves, and goes on to have a positive, and purposeful, impact on the world. We have made a strong commitment to promoting diversity of our staff; we encourage individuals from all backgrounds to apply.

STUDENT MANAGEMENT, SAFETY, AND SECURITY PURPOSE:

The Dean of Student Management, Safety, and Security is responsible for student conduct and campus safety and security. The main objective of the Dean of Student Management, Safety, and Security is to create a positive school culture that is supportive and inclusive by educating students about school behavior expectations, enforcing school policies regarding student behavior and student responsibilities, and coordinating student services based on the school vision and mission.

ESSENTIAL JOB FUNCTIONS (include but are not limited to the following)::

- As the Dean of Student Management, Safety, and Security, you are called upon to be a role model and a witness to the Gospel of Christ.
- Your main charge is to be engaged in creating an atmosphere in which the religious faith of each student as well as their intellectual, moral, and physical capacities are developed.
- Acknowledges and celebrates diversity within the school community
- Develops and implements programs for staff and students to ensure a positive school culture that is supportive and inclusive
- Supervises and maintains good order during the school day by creating and overseeing an active campus supervision plan from 6:30 am-10:00 pm, Monday-Friday.
- Supervises campus security personnel and ensures a consistent hallway presence
- Enforces staff and student building access for safety and security

- Liaison to the neighborhood association
- Enforces and communicates neighborhood parking agreements
- Communicates building security with Sonitrol, a security monitoring company
- Responsible for the school's crisis management plan, ensuring hold-in-place supplies are updated and adequate
- Coordinates supervision of school-sponsored activities including student dances, athletic events, and other co-curricular activities
- Collaborate with the school administrators and local law enforcement agencies and/or contracted security companies to provide security for athletic contests and other major school events
- Oversees and updates emergency protocols including scheduling and executing monthly emergency drills- Active Shooter, Fire, Earthquake, Lockdown, Lockout, etc.
- Oversees the functions of Attendance, SchoolPass, and supervises the Attendance Assistants
- Implements disciplinary sanctions according to published policies in cases of misconduct
- Experience in implementing and utilizing restorative justice practices.
- Ensures that all written policies are in line with the school's vision and mission
- Maintains appropriate files for student behavior.
- Schedules conferences with parents of students who have seriously or repeatedly violated school policies
- Confers with and recommends to the Principal the expulsion/dismissal of a student from the school for disciplinary reasons
- Cooperates with civil authorities to the extent required by Oregon law in cases of student involvement with legal violations and/or student welfare
- Assists teachers with student behavioral problems as requested and supports teachers in their attempts to implement school conduct policies in classrooms
- Responds positively to requests from the Assistant Principal of Curriculum, Design, and Instruction to visit classrooms to assist in the pedagogical improvement of teachers, especially as it pertains to classroom management and cultivating positive relationships/classroom culture
- Participates and contributes to systems for academic support and student interventions, including professional development
- Works with the Principal and Assistant Principal of Curriculum Design and Instruction to coordinate special events such as parent nights, parent-teacher conferences, Back-to-School Night, etc.
- Ability to build trusting relationships with staff and students
- Strong organizational skills; ability to organize and prioritize tasks, communicate clearly with students and faculty both verbally and written
- Ability to facilitate large and small groups
- Approaches all members of the student body/faculty with unconditional positive regard
- Maintains confidentiality and appropriate boundaries
- Promotes understanding and acceptance of cultural diversity among students

- Available for evening and weekend events throughout the school year

QUALIFICATIONS:

- Master's Degree required.
- Administrative License required or willingness to complete a licensure program and obtain a license within 5 years.
- Administrative experience preferred.
- Fluency and expertise in Social Media
- A collaborative and collegial approach to work
- Ability to effectively serve the Central Catholic vision/ mission
- Desire to fully engage in the life of the school and community
- An understanding of the unique needs and strengths of adolescents
- Knowledge of and ability to apply interpersonal communication techniques (responsive, follow-through, etc)
- Ability to understand and accept individual differences.
- Balances compassion, empathy, and accountability
- Sensitivity to handling tough issues/high level of awareness and knowledge of best practices
- Public Speaking skills.

SPECIAL REQUIREMENTS

- First Aid/CPR/AED Training
- Utilize school-wide learning and management systems including PowerSchool and Canvas
- Maintain all required safety training: Active Shooter Training, CASE, etc.
- Maintain Blood Borne Pathogen Training
- Maintain Medicine Administration training
- Maintain CASE train the trainer training

BENEFITS:

Central Catholic is proud to offer comprehensive benefits to our eligible employees:

- Medical, Dental, and Vision coverage for the employee at no cost
- Option to Opt-Out of Health Insurance
- Flexible Spending Account
- Short-Term & Long-Term Disability (Employer Paid)
- Personal Days and Sick Leave
- Holiday Pay
- Retirement 403(b) plan
- Paid Jury Duty
- Paid Bereavement Leave

- Life Insurance
- Tuition Remission for Central Catholic High School
- Employee Assistance Program

OTHER DETAILS:

- **Compensation:** Commensurate with experience
- **Hours:** Full-time
- **Start Date:** July 1, 2024
- **Length of Contract:** 205 days
- **Application Deadline:** Open Until Filled

Application Process: Please email or fax your cover letter, resume, and three letters of reference to Kate Grewell, employment@centralcatholichigh.org or 503.688.1092 (fax).

Questions concerning this position should be directed to Kate Grewell, Director of Human Resources & Employee Experience, Central Catholic High School, 503-235-3138 x1280.