



The Geneva School

Inspiring students to love beauty, think deeply, and pursue Christ's calling.

JOB DESCRIPTION

Dean of Students

ESSENTIAL DUTIES

The Dean of Students is tasked with fostering the culture and discipline of Geneva's upper school campus (grades 7–12) and with oversight of school functions and student service personnel ancillary to academics. The Dean of Students reports to the Director of the Upper School and must be in full compliance with the school's official mission, vision, and values, as stated below:

- **Mission:** The Geneva School seeks to provide students in grades K4–12 an extraordinary education, by means of an integrated curriculum, pedagogy and culture, both distinctly classical and distinctively Christian, that pursues goodness, truth, and beauty in all spheres of life, while viewing these spheres as elements of a divinely ordered whole.
- **Vision:** The Geneva School seeks to become an educational institution of scholastic and cultural gravitas, of extraordinary and exemplary virtuous scholars, a formidable force in the expansion and enrichment of Christ's kingdom, in the life both of the individual and of the world.
- **Values:** The Geneva School seeks to instill in the educational community it cultivates an enduring love of learning, a commitment to serve others, and a dedication to the pursuit of religious truth, moral goodness, and aesthetic beauty, forged from historical models of orthodox Christianity.

To both the external and internal constituencies of The Geneva School, the Dean of Students champions that **we inspire students to love beauty, think deeply, and pursue Christ's calling.**

To the internal constituency of the school, the Dean of Student's leadership is exerted because students need an education that orders their loves and renews their minds in preparation for service in the kingdom of God. He/she is charged with cultivating an educational community of faith and learning within the Christian, liberal arts tradition whose community of learners studies, re-imagines, and teaches within the Christian, liberal arts tradition.

In order to succeed in this endeavor, the strategic anchors that form the responsibilities of the Dean of Students and which serve as the basis for the annual evaluation lie in the following functional categories:

- I. Geneva re-imagines and embodies the richest practices of Christian, liberal arts culture, curricula, and pedagogy.
In culture formation, the Dean of Students shall
 - A. Serve as chief administrator of student activities and affairs.
 - B. Create both a sense of what a "virtuous scholar" is and an environment conducive toward its living out. The Dean of Students will seek to
 1. Mentor specific students and, working with the other administrative staff, offer one-on-one time throughout the year, during and after school, with the rest of the student body.
 2. Work to raise the cultural expectations of our students, in order that they might pursue the triadic virtues of the good, true, and beautiful. Illustrative examples of this include dress code, language, personal habits, heart desires, devotional lives, church participation, relational charity, and biblical ethics.

3. Assist students in balancing academic and scholastic responsibilities with those of sports and other co-curriculars; create an academic culture that strives after classical pursuits; and engender a peer culture that encourages these ends.
 4. Know that The Geneva School is neither the church nor the parent (God's two ordained institutions of direct authority over children), but that the school is charged with aiding both the family and the church in the faith formation of children. The Dean of Students will, with the Head of School and the Director of the Upper School, design and implement the chapel and discipleship programs for the school. The Dean of Students will work with the Director of the Upper School to ensure that the curriculum includes a biblical world- and life-view that is thoroughly and consistently integrated into the course structures and classroom experiences.
 5. Oversee the curriculum and faculty assignments for the advisory program on the upper school campus.
 6. Organize and oversee the school's annual retreat for students in 9th–12th grades.
 7. Serve as a resource to faculty and coaches by (among other needs) training and assisting with classroom/student management techniques as well as helping prepare faculty, coaches, and staff for successful travel with students, including overnight trips.
- C. Cultivate student leadership through various extra-curricular clubs and activities by
1. Encouraging student officer leadership in activities such as the Council of Captains, Mu Alpha Theta, National Honor Society, etc.
 2. Appointing club and activity advisors from faculty and staff for grades 7th–12th grades in consultation with the Director of the Upper School.
 3. Assisting with leadership development for service projects undertaken by each class.
- D. Attend extra-curricular activities (sports and co-curricular) in support of the student body.
- II. Geneva educates each constituency of the school community (board, administration, faculty, staff, parents, students, prospective families, friends of Geneva) regarding our purpose and core values. **In vision keeping, the Dean of Students shall**
- A. Facilitate clear and regular communication with the parent and student community regarding cultural expectations as pertains to ethical Christian behavior.
 1. Annually updating all documentation for accuracy and current applicability.
 2. Citing and applying the vision of our guidelines consistently in day-to-day circumstances in the life of the school.
 - B. Supervise and mentor the student services staff (Director of Student Services, School Nurse, Director of College Counseling, Registrar, Asst. Dean of Students) to also understand and apply the cultural expectations in order to be consistent with the vision throughout the academic and co-curricular life of the school.
- III. **In leadership, the Dean of Students shall**
- Serve on the school's executive administrative team and work cooperatively with the other members of the team in the leadership of the school. This includes responsibilities such as attending administrative meetings, faculty meetings, parent- and community-oriented meetings of the school, promoting and safe-guarding the mission, vision, and values of the school, reporting needed to the board of governors, and other such responsibilities as may be assigned by the Head of School.
- IV. Geneva leverages the student experience for the purpose of dignifying each student, fostering educational growth, spurring retention, and boosting recruitment. **In fostering relationships, the Dean of Students shall**

- A. Be responsible to follow through and successfully resolve student behavioral issues in a fashion that reaffirms the school's commitment to academic excellence and Christian ethics, while seeking the continued good will and commitment from both the student and the parents.
- B. Serve as a resource to parents as they navigate the naturally occurring, God-directed changes that take place in a student's life.

PERSONAL PROFILE

I. Knowledge, Skills, and Abilities

- A. Demonstrated leadership ability—with both adults and children
- B. Distinguished academic and administrative leadership experience
- C. Understands and works well with children 7th–12th grade
- D. Demonstrated teaching mastery
- E. Proven relational, counseling, and negotiation capabilities
- F. Strong written and verbal communication skills
- G. Handles conflict management and problem solving with redemptive expectations
- H. Demonstrates initiative and team-building experience
- I. Experience and proven success with discipline for 7th–12th grade students

II. Credentials and Experience

- A. At a minimum, a disciplinary or professional master's degree
- B. Significant teaching experience, preferably at a wide range of grade levels

III. Other Characteristics

- A. Ascribe to and agree with The Geneva School's statement of faith without exception
- B. Theologically Reformed in worldview
- C. Love for students
- D. Love for classical education
- E. Committed to long-range planning
- F. Strong knowledge of The Geneva School's culture, history, policies, and educational philosophy

PHYSICAL REQUIREMENTS

1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 15 pounds at times.
3. Must be able to travel to and navigate various locations across the campus as needed to research and promote continuing education opportunities.