Divine Savior Holy Angels High School (DSHA) is a Catholic college preparatory high school for young women that excels at developing the whole person. Sponsored by the Sisters of the Divine Savior and grounded in their mission to make known the goodness and kindness of Jesus Christ, we develop our students into capable young women of faith, heart and intellect who accept the gospel call to live lives that will make a difference.

We are proud to announce that we were recently recognized as one of the Top Workplaces to work in Milwaukee and invite applications from highly motivated and qualified individuals for this role.

**Job Title:**
Dean of Student Affairs

**Job Start--End Date:**
As soon as possible.

**Application Closing Date:**
This posting will remain active until the position is filled.

**Equal Employment Opportunity:**
DSHA practices equal employment opportunity.

**Job Summary:**
This position builds relationships with students, parents, and faculty to promote a positive and supportive school environment. The Dean of Student Affairs provides proactive leadership in behavior management and is responsible for attendance, discipline, and student life and provides strategic leadership and administrative oversight for student activities.

This is a full-time position, 12-month position.

**Essential Duties and Responsibilities:**

**Religious & Mission**
1. Maintains a religious atmosphere for students to provide a good Christian model and example and to encourage spiritual growth in DSHA students by sharing, supporting, and integrating the Catholic faith in all activities.

2. Provides strategic leadership in establishing and realizing a vision for student affairs and student life at DSHA as it pertains to the school’s mission and vision.

**Co-Curricular/Student Activities**
3. Directs student activities, organizations, programs, and initiatives to meet their objectives and to enhance the student life experience of all students.
4. Facilitates the implementation of the co-curricular code. Develops strategic activities that facilitate a healthy co-curricular program that meets the needs of the students. Regularly evaluates and updates our policies to assure for best practices.

5. Leads student travel, planning and implementation:
   a. Sets annual field trip calendar, approves fieldtrips, assures for proper permission forms and financial records. Tracks attendance for field trip activities.
   b. Works with all moderators of educational travel trips (Juntos/French Exchange etc.) to verify that all policies and procedures are followed properly.

6. Assures that dances are chaperoned adequately and that procedures for all dances are systematically followed. Chaperones major dances as administrator on duty.

7. Participates on the graduation planning team with the Principal and President. Communicates important deadlines and procedures to students and parents. Leads graduation practice.

8. Staffs the “Policies and Practices” commission of Student Congress

9. Directs the student Work Study Program.

10. Maintains club officer and budget records and coordinates the evaluation of club activities. Coordinates the timing for all club fund-raising activities, working in collaboration with the Business Office and other TSC members.

11. Co-director of our Summer Cool program.

**Discipline**

12. Systematically evaluates our disciplinary and attendance policies to assure for best practices in effective secondary school management.
   a. Develops and sustains effective relationships with constituencies of the school and provides fair and consistent interactions with them.
   b. Enforces the disciplinary and attendance policies outlined in the Divine Savior Holy Angels (DSHA) High School handbook in a fair and consistent manner.
   c. Revises and updates the Student/Parent handbook annually. Assures that the signed student/parents forms are returned to DSHA.

13. Maintains files of demerits and collates and mails all detention letters and disciplinary notices to parents and students. Sets Saturday detention calendar and supervision schedule. Supervises after school detention as needed.

**Academic & Faculty Supervision**

14. Supervises personnel, as part of the faculty supervision and evaluation plan (Salvatorian Educator Professional Growth Program), to include classroom supervision and co-curricular work allocation, training, and problem resolution, evaluating performance and
making recommendations for personnel actions according to the personnel handbook and in collaboration with the Principal.

15. Solicits information from faculty and staff to create the monthly color day schedules. Revises the daily bell schedule when an assembly runs long, or weather interrupts the day.

16. Communicates with faculty, staff, and students regarding daily events throughout the school day.

17. Coordinates the supervision schedule for study halls, Dasher Time, and student assemblies in the theatre.

**Miscellaneous**

18. Manages the daily student announcement process.

19. Collaborates on the DSHA Strategic Plan by participating in the annual planning and implementation of strategic goals and activities and parent education programming. Promotes collaboration and team spirit within the Total School Community and willingly supports the mission of DSHA.

20. Committee involvement includes: Mission & Identity, Crisis Team, Student Learning Support Team, Strategic Council, Academic & Student Life Committee, PEACE.

21. Annually in-services students and staff on proper school safety and security procedures. Develops a schedule of fire drills and other school safety drills. Serves as a member of the school’s Crisis Team.

22. Works in partnership with parents to fulfill the duties and obligations of the position.

23. Completes other duties as assigned.

**Supervisory Responsibilities:**
Supervises faculty including the club moderators and assists with attendance tracking. Supervises the Attendance Secretary and co-supervises the Instructional Secretary.

**Qualifications:**

**Education and/or Experience:**
Position requires a master’s degree in educational administration or related field and a Wisconsin teaching license (high school preferred). Five-seven years of previous teaching or administrative experience in an academic environment is necessary.

**Knowledge, Skills and Abilities:**
Effective oral, written and presentation skills are essential for success in the position. Incumbent will work with diverse groups and will need to communicate effectively with all constituents. Incumbent must be highly organized, detail oriented and able to work on multiple projects within specific timeframes with varying deadlines. Proficient computer skills with experience using MS Office software, Outlook, internal databases, the Internet, and email is required. Employee development and performance management skills are essential. Must be able to maintain confidential disciplinary and attendance data. An understanding of the
disciplinary code and the steps required for the process is necessary.

**Physical Demands:**
While performing the duties of this job, the employee is frequently required to stand; talk or hear; and use hands to finger, handle, or touch objects or controls. The employee is frequently required to stand and walk. On occasion the incumbent may be required to stoop, bend, or reach above the shoulders.

The employee must occasionally lift up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**
The work takes place in primarily an office/school environment.

**How to Apply:**
Interested individuals must complete the online application at [www.dsha.info/careers](http://www.dsha.info/careers) and include resume, cover letter and salary expectations.

Visit [www.dsha.info](http://www.dsha.info) to learn more about Divine Savior Holy Angels High School. *Only applicants to be interviewed will be contacted.*