

Dean of Students

Archbishop Williams, a Catholic coeducational high school in Braintree, MA, seeks a full-time Dean of Students. The Dean of Students is directly responsible to the Principal, and assists the Principal and Assistant Principal, the Director of the 7th and 8th Grade Program and the Dean of Student Life in the supervision of the school and the maintenance of safety, good order and proper conduct.

More specifically, the Dean of Students:

1. Oversees all that relates to discipline, absenteeism, tardiness, and early dismissal and communicates with Administration regularly on these areas;
2. Enforces the student code as expressed in the Student Handbook;
3. Supervises the implementation of the school bullying policy in compliance with Massachusetts statutes;
4. Monitors the hallways, lavatories, cafeteria, and school grounds including the parking lots during the school days;
5. Supervises school dances and proms as well as select athletic events/after school functions;
6. Maintains discipline files for all students;
7. Proctors all lunch periods and supervises faculty cafeteria proctors in consultation with the Assistant Principal;
8. Assists with the implementation of school emergency protocols;
9. Works closely with the Guidance Department, conferring with them when necessary;
10. Schedules and supervises school detention, including Saturday detention;
11. Oversees the assignment of lockers and the registration of student vehicles;
12. Sits on the Admissions Committee;
13. Serves as liaison between students and administration;
14. Performs tasks from time to time as assigned by the Principal or President.

Requirements:

- 5 years experience preferred
- Masters Degree in Administration
- Massachusetts Certification or the ability to obtain it

Interested candidates should forward a resume and cover letter to Dr. Michael Volonnino, Principal at mvolonnino@awhs.org