Central Catholic High School
Job Posting – **Dean of Students**
June 3, 2015

The **Dean of Students**, part of the school's Administrative Team, reports to the Assistant Principal for Student Affairs and is responsible for the daily operations and implementation of the school's discipline program which establishes a positive school climate based on Lasallian values and principles that encourages self-discipline, including the following:

- Assist teachers in the management of classroom discipline
- Communicate regularly with parents/guardians
- Supervise all discipline records and the recording of infractions and discipline points
- Supervise an effective detention program
- Supervise student lockers
- Visible presence throughout the campus to assist with security
- Member of the Student Support Team
- Member of the Emergency Management Team

Skills and Qualifications:

- Practicing Roman Catholic
- Excellent organizational skills
- Excellent written and oral communication skills
- The ability to work with a diverse community of teachers, students and parents
- Minimum of a Bachelor's Degree (Master's preferred)
- Classroom experience or equivalent experience working with adolescents in a supervisory capacity

Founded in 1927, Central Catholic High School is a Catholic college preparatory high school for boys and is guided by the educational principles of Saint John Baptist de La Salle and the Brothers of the Christian Schools. The school strives to provide a challenging, relevant, and diverse program of academics and extracurricular activities in an environment that fosters a life of faith and scholarship while developing leadership rooted in the Gospel values of integrity, respect, service, justice and peace.

The student body reflects the rich ethnic, cultural, economic and racial diversity of the Pittsburgh area. An average of 35% of the student body receives a total of more than $1 million in financial aid. Students come from the City of Pittsburgh and surrounding suburbs and represent more than 115 grade schools and over 100 parishes. Current enrollment is approximately 865 students with a typical graduating class of about 200 seniors each year. Traditionally, 98% of graduates continue their education beyond high school.

Located in the Oakland neighborhood of Pittsburgh, the school is in the center of the educational and cultural district of the city, within walking distance of the University of Pittsburgh, Carnegie Mellon University, and the Carnegie Museums.

Central Catholic High School is accredited by the PA Department of Education and Middle States Association of Colleges and Secondary Schools. The U.S. Department of Education has recognized Central Catholic as one of the nation's "outstanding secondary schools." Further school information can be found online at www.centralcatholichs.com

Applicants are asked to submit via email a letter of application and a current professional resume to:

Andrew Macurak
Assistant Principal for Student Affairs