

# Staff Position



**Job Title:** Dean of Students

**Start Date:** July 2023

**Reports to:** Principal

## **ABOUT CRISTO REY NEW YORK HIGH SCHOOL**

---

Cristo Rey New York High School (CRNYHS), a member of the national Cristo Rey Network, is a coeducational, independent Catholic high school in East Harlem. Our mission is to serve promising students who have been educationally underserved, who demonstrate a passionate desire to make more of themselves, and who are unable to afford any of the Catholic or other private high school options available in New York City.

- CRNYHS **educates** the whole child, guided by the spirit of care for the individual, *cura personalis*.
- CRNYHS **prioritizes** the continuous improvement and growth of our faculty and staff.
- CRNYHS **engages** all stakeholders in its mission, allowing faculty and staff to have strong partnerships with our students' families and the outside community.
- CRNYHS actively **participates** in the Cristo Rey Network, allowing its faculty and staff to take part in network initiatives, share resources, and collaborate with a national community of educators.

## **POSITION SUMMARY**

---

The **Dean of Students** works collaboratively to foster the character formation and moral development of each Cristo Rey student. The Dean is also responsible for school safety and student discipline. They maintain student records for attendance, tardiness, health and discipline, and serves as chief liaison to the surrounding community and other area schools about off-campus student safety, behavior and other student life issues.

## **Primary Duties and Responsibilities**

---

- Assist the Principal in the promotion of a culture of learning and respect amongst the students in the school – with particular attention to discipline, good stewardship and leadership in service to others.
- Administer and enforce the rules and regulations promulgated in the Student Handbook; Assist the Principal with annual review and revisions of the Student Handbook.
- Serve as collaborative member of Student Needs Assessment Team (SNAT) together with other Deans, counseling staff, interventionists, CWSP representative and Principal to develop strategies to support the social-emotional growth, behavior, and learning needs of students.
- Supervise and develop Associate Dean of Students.
- Supervise building security, maintain school Crisis Plan and conduct ongoing safety training/drills. Serve as school liaison to the surrounding community, as well as other area schools, about off-campus student safety, behavior, and other student life issues.
- Carry out other tasks as assigned by the principal.

## **POSITION QUALIFICATIONS**

---

Qualified applicants will have successful full-time college counseling experience at the secondary level and have worked with a culturally diverse student population.

- Bachelor's degree is required.
- Master's degree in counseling is preferred.
- At least 5 years of experience in middle or high school.
- Fluency in Spanish is desired; proficiency in Spanish is required.
- This is a 12-month position.

- COVID-19 Vaccination Policy - CRNYHS requires that all eligible employees and volunteers receive vaccination for COVID-19 as a condition of employment, subject to lawful exemptions.

## **HOW TO APPLY**

---

Please send a cover letter, resume, and list of 3 professional references by email to, Ms. Rosanjela Batista at [employment@crstoreyny.org](mailto:employment@crstoreyny.org).

Applications will be considered until the position is filled.

## **ADDITIONAL INFORMATION**

---

Salary Range: \$65,000 – \$75,000

CRNYHS determines compensation based on several factors including years of experience, certification, and degree.

CRNYHS offers a generous benefits package including medical coverage with a Health Reimbursement Account, dental and vision coverage and a retirement plan with a matching contribution.

**For more information about Cristo Rey New York High School, visit [www.cristoreyny.org](http://www.cristoreyny.org)**

*This school ministry is endorsed by the American Province of the Society of the Holy Child Jesus, the District of Eastern North America of the Brothers of the Christian Schools, and the USA East Province of the Society of Jesus.*

Cristo Rey New York High School does not discriminate based on race, color, national or ethnic origin, gender, sexual orientation, or religion.