



JOB DESCRIPTION

Dean of Chesterton Academy

Employer	St. Ignatius of Loyola Catholic School
Reports To	Head of School
Supervises	Chesterton Academy Faculty (High School Faculty)
Terms	1 Year Contract
Position FTE	50%
Date Published	2023-2024
FLSA Status	Exempt

SUMMARY

St. Ignatius Catholic School strives to employ a Dean of Chesterton Academy whose response to God's invitation is to lead high school faculty and students within a devout Catholic classical educational setting. This person is expected to adhere to the mission, possess strong knowledge of classical education, and embrace the vision of the school. The Dean of Chesterton Academy must be a practicing Catholic, willing to pledge an Oath of Fidelity to the Magisterium, and serve as a joyful role model of all that is good, true, and beautiful within the St. Ignatius community.

The Dean of Chesterton Academy is responsible for overseeing the day-to-day operations of the high school located within the St. Ignatius Catholic School campus. Together with faculty, the Dean attends to the spiritual, intellectual, emotional, social, and physical growth of each student in grades 9-12. Throughout all interactions, the Dean ensures that the dignity of each individual, staff and students alike, is upheld. All members of the St. Ignatius School System are expected to model behavior consistent with the St. Ignatius Catholic School mission, vision, and core values.

PRIMARY RESPONSIBILITIES

General Administrative Duties

- Collaborate with the Dean of Curriculum and Instruction to ensure timely and accuracy ordering of curricular materials
- Ensure that faculty review and revise student supply list as needed
- Create course sections for faculty within PowerSchool platform; Populate classes
- Work cooperatively with the Head of School to develop student schedules, supervision schedules, and room assignments
- Together with the Head of School determine essential dates (events, meetings, liturgical, etc.) to be denoted on internal staff calendar

*Mission: We will meet the unmet demands of our students and families for a Catholic classical education to form a joyful community of disciples of Christ.
Vision: As a Catholic community, we will increase the number of virtuous leaders, thinkers, and intentional disciples of Christ working to rebuild our culture.*



- Develop and send a monthly Chesterton Academy E-Newsletters to students in grades 9-12 as well as their parents/guardians.
- Attend all Chesterton Schools Network meetings and conferences.
- Update, as needed, the Chesterton Academy Supplement to the St. Ignatius Family Handbook
- The Dean of Chesterton Academy participates in the life of the school and is expected to be at major school events including concerts, plays, Catholic Schools Week, major fundraisers, etc.

Faculty

The Dean of Chesterton Academy ensures faculty of students in grades 9-12 regularly integrate Catholic identity and demonstrate fidelity to the principles of classical education.

General responsibilities include the following:

- Hold faculty accountable for acquiring knowledge of and remaining committed to the prescribed curriculum and sequence, classical pedagogy, instructional practices, and developmentally appropriate methodology
- Supervise the administration of standardized testing, evaluate trends in scores, and utilize data to advance instruction
- Develop, share, and implement faculty observation procedure including conducting observations two times per year, each with post-observation consultations
- Ensure cohort faculty members interact according to the core values of the institution
- Develop and communicate plan for regular faculty cohort meetings

Student Body

The Dean of Chesterton Academy works to develop relationships with students viewing each student as a unique and special child of God. The Dean participates in nurturing the character development of each student and is responsible for overseeing academic and intellectual progress within the 9-12 student population. Generally, the Dean of Chesterton Academy will:

- Conduct daily walk-throughs in an effort to identify positive and virtuous efforts and to understand and proactively manage issues and concerns before they escalate
- Clearly communicate student behavioral expectations with staff, students, parents/guardians, and ensure policies are upheld
- Utilize, modify as needed, and implement student behavioral protocols
- Prudently and actively assist to mitigate conflict within the school community
- Oversee establishment of new student clubs in grades 9-12 and ensure existing high school student clubs reflect the mission and vision of the school
- Work with the Director of Special Education to ensure the needs students with IEPs and service plans are met
- Ensure students grow in virtue as well as in their academic areas
- Oversee Chesterton Academy House System
- Monitor student athletic and extracurricular eligibility and notify proper channels



- Manage faculty and student schedules when special events arise (guest speakers, retreats, March for Life, Rome pilgrimage, field trips, social events, graduation, etc.)
- As needed, work with the Dean of Curriculum and Instruction in the following areas: College preparation activities/ACT prep class/Franciscan Advantage partnership program

Ongoing Collaboration with Specific School Units

The Dean of Chesterton Academy will work with the various school units as needed. An outline of general duties include:

- Administrative Team (System President, Head of School, Dean of Chesterton Academy, Dean of Curriculum and Instruction)
 - Meet weekly to address to address mission-aligned initiatives and shared goals
 - Collectively address a variety of topics including agenda items for faculty-wide and/or staff-wide meetings
 - Seek consensus before taking action that may impact larger school community
 - Collectively attend to current and new policies
 - Maintain communication regarding revisions to the Chesterton Academy Supplement to the St. Ignatius Catholic School Family Handbook (and other handbooks/manuals as applicable)
 - Work jointly to ensure the safety of the school environment and facilities through proper attention to protocols and emergency preparedness
 - Collaborate to maintain a strong and vibrant Catholic classical curriculum and effective instructional practices
- Administrative Assistants
 - Work together to ensure efficient substitute teacher procedures
 - Receive regular updates on “at risk” situations
 - Verifies student transcripts
- Business Services
 - Receive verification that all purchase requests meet budgetary parameters
 - Participate in staff recruitment and placement as directed by supervisors
 - Work with HR Coordinator to onboard new Chesterton Academy faculty
- Advancement Team
 - Provide content, as needed, for the Family E-Newsletter and Staff E-Newsletter if pertinent
 - Support and contribute, as appropriate, efforts related to marketing, admissions, and enrollment including open houses and Chesterton Chats
- Special Education
 - Collaborate regarding student intervention needs
 - Attend IEP meetings as needed
- Campus Ministry Leader
 - Safeguard the Catholic culture and faith formation of the student body to remain a living, vibrant, and focal part of the Chesterton Academy experience



- Accreditation Leader
 - Work toward meeting the goals of the current action plans
 - As needed, participate in the compilation of WRISA's annual report
 - Ensure accreditation standards are developed and/or maintained
 - Participate in accreditation self-study process and visiting team planning
- Athletic Director
 - Collaborate on athletic and extracurricular activities as needed
 - Communicate regarding student eligibility risks/issues

PROFESSIONAL & SPIRITUAL DEVELOPMENT

The Dean of Chesterton Academy is expected to collaborate with Administrative counterparts to establish ongoing and relevant professional and spiritual development for St. Ignatius Catholic School staff. In addition to ensuring that the Chesterton Academy faculty fully participate in diocesan religious certification (Foundational Catechetical Certification via Franciscan At Home), the Dean assists with planning and execution of:

- Back-to-School Staff Orientation
- Regular faculty meetings
- Regular cohort meetings
- Development/Inservice days
- Annual staff retreat
- Student retreats

The Dean of Chesterton Academy shall possess a growth mindset and be eager to explore and pursue relevant professional and spiritual development for oneself. Additionally:

- Stay abreast of matters related to Catholic classical education through professional reading, research, and inquiries
- Attend applicable diocesan meetings/events
- Other duties as assigned by the System President or Head of School

DESIRED LEADERSHIP SKILLS

The Dean of Chesterton Academy is expected to model a servant-leadership management style, working virtuously to inspire others. Interpersonal relationships are to be viewed through the lens of Christ leading to grace-filled interactions with co-workers. Additionally, the Dean of Chesterton Academy is expected to gracefully assimilate and identify strengths and weaknesses of the job at hand while cultivating positive relationships. Specific leadership skills include:

- Maintaining quality-driven standards of excellence in all work
- Problem-solving, conflict resolution, and decision-making responses that thoughtfully align with the teachings of Christ
- Ability to set priorities and execute accordingly
- Excellent organizational and time-management skills leading to productivity
- Making wise use of time and resources while managing multiple tasks and faculty
- Communication skills that demonstrate outstanding poise, presence, and leadership



- Ability to delegate, apply deadlines, and hold staff accountable in a professional, disciplined manner
- Receptivity to an appropriate level of accountability, welcoming and acting upon constructive feedback

QUALIFICATIONS

- Master's degree or higher in Education Administration or similar field from an accredited post-secondary institution or be willing to participate in a program to complete such a degree within a specified time period
- Practicing Catholic who is faithful to the teachings of the Catholic Church
- Has expertise and experience in a Catholic classical school environment
- Proficiency with Google and Microsoft suite applications

PHYSICAL REQUIREMENTS

- Work is generally performed in an indoor, temperature controlled environment
- Continuously requires vision, hearing, communicating
- Frequently requires fine dexterity, periods of sitting, working at a computer
- Occasionally requires standing, walking, lifting, carrying, reaching, kneeling, pushing, pulling, bending, climbing, and the like
- Must be able to lift up to 15 pounds at a time
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to access and navigate all areas of the school and other facilities as needed.

MISSION-ALIGNED MEMBERS OF THE ST. IGNATIUS CATHOLIC SCHOOL COMMUNITY:

- Are committed to working in a Catholic classical school setting
- Respect, live, and promote the Catholic culture and ethos within
- Represent St. Ignatius Catholic School joyfully and professionally
- Participate collegially in our Christ-centered, mission-minded environment
- Treat confidential materials/information with the utmost professionalism, in keeping with the Catholic virtue of prudence
- Seek opportunities for personal professional development in accord with one's role
- Demonstrate compliance with policies, protocols, procedures, directives, and core values as outlined in policies of the Green Bay Diocese, the St. Ignatius Catholic School Staff Procedural Manual (and other school handbooks as applicable)

Employee Signature _____ Date _____