



# WEST VALLEY CHRISTIAN SCHOOL

<b>Job Title:</b>	Dean of Students	<b>Job Category:</b>	Exempt
<b>Department:</b>	Administrative	<b>Job Pay Type:</b>	Salary + Benefits
<b>Campus:</b>	All	<b>Position Type:</b>	Full Time
<b>Reports To:</b>	Head of School or Principals	<b>Expected Hours Per Week:</b>	40 hours +

## West Valley Christian School Mission Statement

West Valley Christian School equips students for life by providing Academic excellence, a Biblical foundation, and a Christ-centered community.

## Job Summary

The Dean of Students at West Valley Christian School plays a pivotal role in fostering a Christ-centered school culture where students grow spiritually, academically, and socially. This position is responsible for student discipline, attendance, and overall well-being, ensuring that all students are supported in a way that aligns with biblical principles. The Dean of Students collaborates closely with school administration, teachers, staff, parents, and students to create a safe, inclusive, and respectful learning environment where students develop both in character and academic success.

## Role and Responsibilities

### Student Discipline & Behavior Management

- Develop and enforce school-wide discipline policies based on biblical values, grace, and accountability.
- Address disciplinary issues by investigating incidents, determining consequences, and maintaining detailed records.
- Guide students in restorative discipline approaches, helping them learn from mistakes while growing in Christ-like character.
- Support teachers in classroom management and developing positive behavior strategies.
- Implement conflict resolution and peer mediation programs that encourage biblical reconciliation.

### Attendance & Student Accountability

- Monitor and work to improve student attendance and punctuality.
- Partner with families, teachers, and community resources to address chronic absenteeism and tardiness.
- Develop and implement incentives and programs to encourage consistent attendance.

### Student Support & Well-being

- Develop and oversee initiatives that promote mental, emotional, and spiritual well-being.
- Collaborate with school counselors, administration, Exceptional Learner's Program, and external support services to assist students in need.
- Organize workshops and training sessions on relevant topics such as bullying prevention, substance abuse, and Christ-centered conflict resolution.
- Ensure that students feel valued, heard, and supported as they navigate personal and academic challenges.



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## **School Culture & Campus Supervision**

- Promote a positive school culture through events, activities, and initiatives that reflect a biblical worldview.
- Lead efforts to improve student engagement and school spirit through faith-based mentorship and leadership programs.
- Supervise students before and after school, during lunch, recess, passing periods, and other activities.
- Model and encourage Christ-like behavior, setting high expectations for respect, integrity, and servant leadership.

## **Communication & Collaboration**

- Maintain open and effective communication with students, parents, faculty, and administration.
- Keep principals informed of student-related issues and collaborate on action plans.
- Participate in parent-teacher conferences, Exceptional Learner's Program (ELP) meetings, and student study teams as needed.
- Work closely with staff to create a supportive and Christ-centered school community.

## **Administrative & Professional Responsibilities**

- Maintain accurate records of student discipline, attendance, and interventions.
- Prepare reports for school administration, board members, and other stakeholders as needed.
- Assist in the development, implementation, and evaluation of school policies and procedures.
- Stay up to date with best practices in student support, discipline, and leadership.
- Lead and participate in professional development sessions, providing training for staff on relevant topics.

## **Education, Qualifications, Skills, and Experience**

- A committed follower of Jesus Christ, demonstrating spiritual maturity and a calling to Christian education, who fully agrees with the WVCS Statement of Faith.
- Faithfully attends and supports a local church whose beliefs align with the school's statement of faith.
- Hold a bachelor's degree in educational administration, educational leadership, or a related field.
- Possesses or is eligible for educational certification (ACSI and Arizona State Certification).
- Demonstrates experience in education.
- Displays strong leadership, communication, and problem-solving skills within a Christian school setting.
- Passionate about Christian education and committed to developing students academically, spiritually, and socially.
- Must have and maintain a valid Level One IVP fingerprint card.
- Must have and maintain a valid Arizona driver's license.
- Obtain and maintain CPR/First Aid certification.

## **Physical Requirements**

- Use a computer (visual and keyboarding) for long periods.



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- Able to remain stationary (sitting or standing) 50% of the time.
- Occasionally lift up to 25 pounds.
- At times requires stooping, bending, turning, pushing, pulling, reaching and climbing stairs (2-story).
- Use hands, fingers, and arms to reach, grip, and maneuver objects.
- Must be able to respond quickly to sounds (fire/security alarms).
- Work in noisy and crowded school environments.
- Able to work a flexible schedule, including weekends and evenings when needed.
- Frequent walking throughout the campus.

**Background Check Statement:**

**WVCS conducts pre-employment screening for all positions, which includes a criminal background check and verification of work history, academic credentials, licenses, and certifications.**

*PLEASE NOTE: Subject to the Constitution of the United States and all applicable state and federal laws, West Valley Christian School does not discriminate against applicants or students based on race, color, and national or ethnic origin in its admissions or the administration of its education policies, programs, or activities. In addition, subject to the Constitution of the United States and all applicable state and federal laws, West Valley Christian School does not discriminate in its employment practices. West Valley Christian School is a Christian education institution and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based upon religion. We desire to build an employee community of individuals living out their Christian faith who agree with our Statement of Faith, beliefs, philosophy, and qualifications.*



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## ***West Valley Christian School | Statement of Faith***

- I believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (*2 Timothy 3:16, 2 Peter 1:20*).
- I believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (*1 John 5:7, Matthew 28:19*).
- I believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (*Philippians 2:6-11; Luke 1:36-38; 1 Peter 3:18; Hebrews 2:9; Acts 2:23-24; Hebrews 8:1; Matthew 26:64; Hebrews 10:37; Luke 21:27*).
- I believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (*Romans 5:12-19; 1 John 3:5-8; Titus 3:5*).
- I believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*John 16:8-10; 1 Corinthians 3:16, 6:19; Romans 8:4-8*).
- I believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life, and the lost unto the resurrection of damnation (*John 5:28-29; Matthew 25:46; 1 Thessalonians 4:17; Revelation 20:11-15, 21:8, 22:11*).
- I believe in the spiritual unity of believers in our Lord Jesus Christ (*1 Corinthians 12:12-27*).
- I believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (*Genesis 1:26-27*). We believe that rejection of one's biological sex is a rejection of the image of God within that person.
- I believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (*Genesis 2:18-25*). We believe that the institution of marriage is established in scripture as an ordinance that points the world to the relationship God desires for His church (*Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2-9, Isaiah 54:5*).
- I believe that in order to preserve the function and integrity of West Valley Christian School as an extension of the Body of Christ, and to provide a biblical role model to the community, it is imperative that all persons employed by West Valley Christian School in any capacity agree to and abide by all points put forward within this statement of faith (*Matthew 5:16, Philippians 2:14-16, 1 Thessalonians 5:22*).

