



**School:** Verbum Dei High School

**Location:** Los Angeles, CA

**Title:** Dean of Men and Student Life

**Overview:**

Verbum Dei is a Catholic, Jesuit, college and career preparatory high school, complemented by our corporate internship program, serving young men of Los Angeles and the surrounding communities. We develop self-confident gentlemen who are intellectually motivated, spiritual, contemplative, and courageous in their pursuit of a more humane and just world.

As a member of the Cristo Rey Network of schools, our school operates a unique Corporate Internship Program where every student works 5 days a month in a corporate environment to offset the cost of their education, thus keeping tuition affordable. We are firmly committed to preparing our students for college by providing an academically rigorous program in a safe environment. In the past two years, over 85% of our graduates went to four-year colleges and universities and 15% went on to two-year colleges. Please visit our website at [www.verbumdei.us](http://www.verbumdei.us) to learn more about Verbum Dei.

The Dean of Men and Student life is instrumental in creating a school culture and climate to support a college preparatory, Jesuit school. This position would provide supports to students and families, manage data, and work collaboratively with other administrators and counselors to ensure all students grow more into the person God is calling them to be. The ideal candidate will have an ability to successfully develop and maintain relationships with all stakeholders and demonstrate commitment to the holistic development of our students throughout their time at Verbum Dei and beyond.

**Job Description**

**Minimum Qualifications:**

- Promotes Catholic-Jesuit-Cristo Rey identity.
- Knowledgeable, sensitive, and inclusive of all cultures, in particular those served by Verbum Dei and of the local community.
- Understands, appreciates, and supports the Corporate Work Study Program.
- Comprehends, appreciates, and seeks to implement applicable Grad @ Grad
- Encourages community through presence/participation at administration-faculty-staff meetings and events, liturgies, Christian Service Saturday's, athletic events, and other co-curricular events.
- Teaches two or more courses, as appropriate.
- Organizes co-curricular (non-athletic) activities' program
- Constructs, submits, and meets annual budget, with approval of the principal.
- Seeks input/assistance from appropriate administration, faculty, staff and others as necessary to successfully complete duties.

**Desirable Qualifications:**

- Masters degree and/or Pupil Personnel Services (PPS) Credential
- Previous experience working/leading in an urban environment
- Mission-oriented to provide a quality education in a Catholic setting

**Duties:**

- In collaboration with the principal oversees the Code of Conduct.
- Assists faculty/staff in interpreting the Code of Conduct and setting/maintaining campus expectations for student conduct.
- Assists students and parents with academic and behavior concerns; as such, meets with students and/or parents.
- Coordinates Student Review Board meetings and follow up with Principal.
- Works with CWSP staff in dealing with discipline due to: attendance, transportation, and behavior concerns.
- Works with non-school community regarding on-campus behavior issues.
- Develops, implements, and oversees JUG and Saturday JUG.
- Reviews and Maintains record of student demerits.
- Coordinates and oversees attendance and tardy as such, programs daily bells.
- Coordinates school locker assignments and deals with locker-related matters.
- Coordinates observation and disciplinary measures related to the student dress code.
- Assists with Career Day.
- Oversees Deans Assistant.
- Creates and oversees supervision schedule.
- Coordinate Student of the Month program.
- Coordinate co-curricular and fundraising schedule.
- Collaborate with Activities Director to plan lunch time events, ASB elections, dances/socials, and Spirit Week.
- Help chaperone events

Interested candidates should submit a resume and cover letter to Maribel Andrade, Principal's Assistant, [mandrade@verbumdei.us](mailto:mandrade@verbumdei.us).