Divine Savior Holy Angels High School (DSHA) is a Catholic college preparatory high school for young women that excels at developing the whole person. Sponsored by the Sisters of the Divine Savior and grounded in their mission to make known the goodness and kindness of Jesus Christ, we develop our students into capable young women of faith, heart and intellect who accept the gospel call to live lives that will make a difference.

**Job Title:**
DEAN OF STUDENT AFFAIRS

**Job Start Date:**
June 20, 2016

**Application Closing Date:**
This posting will remain active until the position is filled.

**Equal Employment Opportunity:**
DSHA practices equal employment opportunity as part of an ongoing commitment to diversity in our school.

**Job Summary:**
This position builds relationships with students and faculty to promote a positive and supportive school environment. The Dean of Student Affairs provides proactive leadership in behavior management and is responsible for attendance, discipline, and student life and provides strategic leadership and administrative oversight for student activities.

**Responsibilities:**

- Demonstrates a dedication to learning about our Catholic mission, and then put into practice our Catholic mission and our Quality values, supporting students and colleagues in this endeavor.
- Directs student activities, organizations, programs and initiatives to meet their objectives and to enhance the student life experience of all students.
- Systematically evaluates our disciplinary and attendance policies to assure for best practices in effective secondary school management.
- Supervises personnel, as part of the faculty supervision and evaluation plan, to include co-curricular work allocation, training, and problem resolution, and evaluating performance.
- Annually in-services students and staff on proper school safety and security procedures. Develops a schedule of fire drills and other school safety drills. Serves as a member of the school's Crisis Team.
- Commits to continuous improvement through a focus on lifelong learning and professional collaboration.

**Divine Savior Holy Angels seeks a Dean who:**

1. Is willing to promote and model DSHA’s Catholic and Salvatorian mission.

2. Is competent in his/her field, requiring a master’s degree (or demonstrable progress) in educational administration or related field with administrative license and a Wisconsin teaching license (high school preferred).

3. Has demonstrated ability to teach, lead and discipline high school age students effectively, in a caring and professional fashion.

4. Is skilled at program evaluation and is open to innovation and change.
5. Actively engages parents as partners in the education of young women.

6. Possesses and is willing to grow in the Profile of the DSHA Educator in alignment with the Qualities of the DSHA graduate.

7. Possesses highly effective communication skills, strong organizational skills, and the desire to collaborate with colleagues, students, parents and peers from area Catholic high schools.

How to Apply:
Interested parties should email a letter of interest, resume, contact information for three references and salary requirements to:

Brook Mayborne
Director of Human Resources
MayborneB@dsha.k12.wi.us

Visit www.dsha.info to learn more about Divine Savior Holy Angels High School. Only applicants to be interviewed will be contacted.