

# Dean of Student Life

---

The Dean of Student Life helps to provide a variety of opportunities designed to promote individual growth, spiritual development, creativity, and personal connections through experiential learning.



## **Responsibilities/tasks:**

- Ultimately be responsible for all Student Life activities and be the point of contact for activities unless another adult leader is designated as the point of contact and that information is communicated to the families
- Work with the Student Life Advisory Committee in the summer to plan the calendar of events for the following school year
- Communicate calendar information and changes with the families, students, and staff
- Oversee Student Council (elections, meetings, and activities through the year)
- Coordinate events for Lighthouse families and students (Homecoming, Snow Ball, end of year trips, campout, and other activities)
- Supervise Athletic Director and work with Athletic Director to ensure a variety of boy and girl sports are being offered by the school
- Supervise Fine Arts Director and work together to offer opportunities for students to be involved in fine arts activities at least once per year
- Ensure that the annual yearbook is completed and distributed
- Help to coordinate parent involvement in extracurricular events and Lighthouse activities
- Coordinate LEAP (Lighthouse Education Adventure Program) activities and oversee the LEAP credit
- Communicate with families regarding the details of activities well in advance but at least two weeks prior to the event
- Communicate with outside facilities and communicate any findings to Administrator for community activities available to Lighthouse Preparatory Academy students
- Communicate with families to determine activities desired to be offered by Lighthouse Preparatory Academy through informal means and at least one formal survey to be completed annually
- Serve on the graduation committee to provide Senior week activities for graduates of Lighthouse Preparatory Academy, as well as seniors who are not graduating from Lighthouse
- Provide monthly report to the Ministry Board
- Attend monthly Administrative Team meeting
- Chair the Student Life Advisory Committee

- Fulfill other duties and responsibilities as assigned and as listed in the policy manual under Student Life Policies
- Provide information to parents through Lighthouse e-mails and newsletters
- Work with Accounting Manager to develop a budget for Student Life activities and maintain the budget through the school year
- Review the school's policies annually to be sure that each expresses a forward-looking application of the school's purpose rather than a backward-looking reaction to past events
- Work with the Administrator to identify "at-risk" students and to develop a personalized performance improvement plan for these students and possible ways to involve such students in the student life program
- Be present on the campus of Lighthouse Preparatory Academy a minimum of 6 hours weekly with the understanding that the responsibilities will require more time during the week and on some weekends

### **Minimum Job Qualifications:**

- Consistent witness for Jesus Christ; maintains a courteous, Christ-like attitude in dealing with people within and outside of Lighthouse Preparatory Academy
- Behaviors aligned with Lighthouse Preparatory Academy's core values and mission statement
- A bachelor's degree preferred
- Excellent written and verbal communications skills
- Ability to delegate responsibilities and lead teams

### **Job Reimbursement:**

- \$2,340 for the second semester of the 2021-22 school year
- Qualified Tuition Reduction: 50% for the second semester of the 2021-22 school year