



WESTMINSTER ACADEMY

DEAN OF STUDENT LIFE Job Description

Role Overview

The Dean of Student Life (DSL) is the primary architect and steward of the student experience at Westminster Academy (WA). Reporting directly to the Head of School and serving as a division head on the Executive Team, the DSL is responsible for cultivating a vibrant school culture rooted in virtue, leadership, and the school's mission. This leader works collaboratively with faculty and administration to shape student affections and behaviors, ensuring that every aspect of student life aligns with WA's vision.

Primary Responsibilities

- **Culture & Community:** Oversee the House System, Protocol, and the Service Committee to foster a cohesive and flourishing student body.
- **Program Oversight:** Direct student life events, ensuring a healthy operational rhythm and seamless event logistics.
- **Discipline & Shepherding:** Lead student discipline with a focus on restoration and character formation.
- **Strategic Collaboration:** Identify opportunities to better execute the school's mission within the daily student experience and parent relations.

Spiritual Leadership

As a minister of the Gospel, the DSL must embody the Christian faith in all facets of life, serving as a visible role model for students and faculty. All employees of Westminster Academy are expected to "love the Lord in front of our students," making the faith observable through every interaction. The DSL's leadership must be guided by the school's Statement of Faith, ensuring a consistent witness to parents, students, and the broader community.

Reports

- US Event/Protocol Coordinator
- House Captains (students)
- House Masters (faculty)

Qualifications

The ideal candidate for the DSL has 3-5 years of administrative experience at a classical Christian school and:

- Exhibits spiritual maturity and the wisdom to guide students in growing in virtue.
- Possesses a love of students and a passion for mentoring and discipleship.
- Demonstrates advanced leadership skills and creative vision for experiences that enhance the classical Christian education.
- Builds relationships and communicates with warmth and clarity.
- Is intuitive and naturally anticipates problems before they arise.

Specific Duties

Applying the character traits, virtues, and leadership skills listed above, the DSL will:

- Serve on the Executive Team and Upper School Administrative Team:
 - Help the Upper School fulfill the mission of WA.
 - Help maintain a calendar and weekly schedule that promotes student flourishing.
 - Help plan and lead Orientation Week for students.
- Oversee student discipline in the Upper School and (when appropriate) 5th-6th grade:
 - Investigate and resolve behavioral issues, adhering to the school's progressive discipline policy, and maintaining comprehensive disciplinary records.
 - Communicate with parents regarding student discipline issues, working with them to shepherd students' hearts and minds through redemptive, Gospel-rich discipline that shapes Christian virtue, fosters self-government, and points students continually to the Lordship of Christ.
- Provide leadership of the House System:
 - Leadership of faculty House Masters and Student House Captains.
 - Leadership of Mini-house Leaders, House Envoys, and House Chaplains.
 - Oversee all planning and execution of House events.
 - Relevant communication of House events with parents, volunteers, faculty, and students.
 - Selection of House Masters in collaboration with the US Admin Team.
 - Regular observation and assessment of how the House system is influencing US culture.
- Provide leadership over Protocol:
 - Manage the US Event/Protocol Coordinator in:
 - Teaching and coordination of lessons.
 - Event planning and coordination for Protocol-related events.
 - Communicating with students, parents, faculty, and vendors.
- Develop student leaders:
 - Leadership of summer training for new student leaders.
 - Oversee and counsel student leaders.
 - Leadership of the Student Service Committee and their service projects.
 - Leadership of the Spirit Committee and their efforts to support student athletes and other initiatives which promote a thriving US student culture.
- Create opportunities for integration of Grammar and Upper School students:
 - Manage the US Event/Protocol Coordinator in:
 - Planning and coordination for Secret Santa.
 - Planning and coordination for 3rd Grade Olympics.
 - Help develop other opportunities throughout the year.
- Collaborate with other faculty/staff for the following school events:
 - Senior Banquet
 - Pastor's Brunch
 - Grandparents' Day
 - Tailgate
 - Next Year Day
 - Senior Surprises
 - Open House
- Be present and engaged at the various school functions throughout the year.