



COLE VALLEY
CHRISTIAN SCHOOLS

Middle School Dean of Students

Middle and High School Campus

Our Mission: Partnering with Christian families to shepherd and challenge students toward their individual potential to impact the world for Jesus Christ.

Cole Valley Christian is seeking God's wisdom in finding a dynamic, spiritually gifted individual with a love for the Lord Jesus, and a desire to serve Him as part of a unified Christian school faculty and staff that revels in the opportunity to share God's Truth in all we teach and do. We desire to strive for the excellence that God calls us to in preparing our students to impact the world for Christ. Therefore, we are seeking someone who first and foremost has a strong relationship with Christ that is evidenced in all aspects of their life.

The Middle School Dean is responsible for administration and oversight of middle school student programs, policies, and activities, and counsels and disciplines students in accordance with the policies and philosophy of Christian education of Cole Valley Christian Schools by performing the following duties.

Job Responsibilities:

- Oversees day-to-day discipline in the middle school and ensures compliance with school policies.
- Disciplines students and families through attendance and behavioral concerns.
- Partners with Middle School Principal formulating student policies. Helps to keep Parent Student handbook up to date.
- Partners with teaching staff in providing expectations and accountability for a positive learning environment.
- Manages student information system for tracking and follow through on disciplinary matters.
- Meets with students, parent, teachers and staff when necessary to address student performance or behavior.
- Owns the planning, execution, and supervision of all school student activity programs and events.
- Responsible for all student leadership, chapel, and other student events on and off campus.
- Manages grade level retreats.
- Provides help in planning, execution, and oversight of students for athletic activities.
- Partners with Athletic Director to help oversee middle school athletic programs.
- Supervises lunch program.
- Oversee Advisory program, partnering with Grade Level Coordinators.
- Disciplines and disciplines through our core values of grace, truth, and love.

- Assists in establishment of safety protocols and supervision of relevant areas on campus.
- Serves as lead administrator of middle school in the absence of the Principal.
- Other duties as assigned.

Qualifications:

- Leadership experience preferred.
- Middle School classroom experience preferred.
- Master's degree in education or educational leadership and administration preferred.
- Association of Christian Schools International (ACSI) **Teacher** Certification or ability to be certified required.
- Association of Christian Schools International (ACSI) **Administrator** Certification or ability to be certified preferred.
- Idaho Educator's Administrative Certificate or ability to be certified preferred.

Job Data:

- Salary: Beginning salary is \$47,035. Actual salary is dependent upon experience and education.
- Benefits: Medical, dental, vision, life, disability, and retirement benefits.
- Tuition Discount: 50% tuition discount. Does not include fees.
- Time Off: 5 personal days, 9 sick days and 3 days bereavement leave.
- Starting Date for this Position: **July 2023**

To apply, please submit the following:

- Cover letter
- Resume
- Completed [Administrator](#) employment application. The application can be found on the CVCS website under About/Employment/Apply Now.

Send all application materials to Tabitha Epler, Human Resources at HR@cvcsonline.org or by mail to 200 E. Carlton Avenue, Meridian, ID 83642. Thank you.