

# ILLINOIS LUTHERAN SCHOOLS, INC. (ILS)

## Ministry Description

### Junior High/High School – Dean of Student Life

Adopted: December 3, 2007

Revised: September 20, 2010; August 18, 2014; March 20, 2017

#### Qualifications:

1. The JHS/HS Dean of Student Life of Illinois Lutheran Schools, Inc. (ILS) must be eligible for a Divine Call and have the recommendation of the President of the Southeastern Wisconsin District of the Wisconsin Evangelical Lutheran Synod.
2. He shall hold to and carry out his calling as outlined in 1 Timothy 3:10,12-13 and Titus 1:5-9, and in this position description.
3. He shall have membership in a Wisconsin Evangelical Lutheran Synod (WELS) congregation and be faithful in worship (Hebrews 10:19-25), in study of God's Word (2 Timothy 3:14-17), and in service to the congregation (Galatians 6:10).
4. It is recommended that he have a minimum of five years experience in public ministry at the high school level.
5. It is desirable that he possess a master's degree in education or a similar degree.

#### Accountability:

1. The JHS/HS Dean of Student Life shall be accountable to the ILS Superintendent.
2. He shall serve as an advisory member on the Wellness Committee of the ILS Board of Directors.
3. He shall report and work jointly with the ILS Superintendent, JHS/HS Principal, and the Administrative Deans in the discharge of his duties.

This position description shall be reviewed by the ILS Superintendent in consultation with the ILS Board of Directors in the regular policy review cycle and as the position needs to be filled.

### Duties and Responsibilities:

The specific duties and responsibilities of the JHS/HS Dean of Student Life include, but are not limited to the following:

1. The JHS/HS Dean of Student Life shall be responsible for all matters that deal with the activities and behavior of the JHS/HS student body. This includes but is not limited to:
  - a. proper use of law and gospel in dealing with the disciplinary action of a student and/or students
  - b. addressing and mediating behavioral issues between students and staff
  - c. communicating student disciplinary action to parents and/or guardians in a timely and proper manner
  - d. the systematic and accurate taking and recording of student attendance including:
    - i. reviewing absence and tardy excuses referred to him by the JHS/HS Receptionist.
    - ii. dealing appropriately with any truancy or delinquent attendance matters
  - e. developing programs that will promote positive Christian behavior among the student body
  - f. administering any disciplinary measures that may be necessary, such as but not limited to:
    - i. Detentions
    - ii. Dress Code Violations
    - iii. Suspensions (in-school or at-home)
    - iv. Recommendation of expulsion.
2. He shall share in the various supervisory assignments expected of all staff members.
3. He shall supervise as delegated by the JHS/HS Principal any allocated support staff.
4. The teaching load for the JHS/HS – Dean of Student Life shall be no more than 5 classes per semester.
5. The JHS/HS Dean of Student Life may only participate in a co-curricular activity at ILS, at the discretion of the Superintendent and JHS/HS Principal, in order to provide sufficient time and energy toward the duties and responsibilities of this position.
6. The JHS/HS Dean of Student Life will serve as the First Vice-Principal and carry out the duties and responsibilities of the JHS/HS Principal if for any reason he is unable to carry out his duties.

7. The stipend associated with the duties and responsibilities of the JHS/HS Dean of Student Life is \$3,000 annually.