



**NORTHWEST OHIO
CLASSICAL ACADEMY**

Position: Dean of Students

Supervisor: Executive Director

- Promote and uphold the school's mission, values, and code of conduct, ensuring a culture of respect, responsibility, and moral integrity
- Support students' formation by modeling and teaching the habits of a virtuous life consistent with the classical tradition
- Build strong, positive relationships with students, serving as a trusted mentor and guide throughout their educational journey
- Oversee student discipline and behavioral expectations, applying policies with fairness, consistency, and compassion
- Collaborate with teachers and administrators to maintain orderly classrooms and a focused, respectful school environment
- Address behavioral concerns promptly and effectively, working with students and families to resolve issues and support personal growth
- Provide restorative guidance and implement interventions that help students take responsibility for their actions and learn from their mistakes
- Monitor student attendance and work with families to encourage regular, punctual participation in school
- Partner with the Heads of School, faculty, and support staff to identify and respond to students' academic, social, and emotional needs
- Support the implementation of character education programs, daily routines, and school-wide initiatives that promote moral and civic virtue
- Assist with new student orientation, transitions between grade levels, and efforts to cultivate a cohesive and welcoming student culture
- Collaborate with the administrative team on student safety protocols, emergency preparedness, and supervision during arrival, dismissal, lunch, and recess
- Help coordinate and supervise student activities, clubs, service projects, and special events that reinforce school values and community
- Serve as a liaison between the school and families, providing regular communication and support in matters related to student behavior and well-being
- Maintain accurate records of disciplinary actions, parent communications, and interventions
- Assist in the development and refinement of school policies and procedures related to student life and conduct
- Participate in professional development and remain current on best practices in classical education and student support



- Perform other duties as assigned