

Covenant Christian High School

Position Description: Director of Student Life

Reports to: Administrator

Draft Date: 2/12/2024

Description:

Serving under the direction of the administrator, the **director of student life** ensures that students are developing, learning, and growing in their lives of serving and glorifying God, are safe and secure, and are making appropriate decisions about their learning and their academic and vocational development and plans.

Responsibilities:

- Supervises the guidance counsellor staff and the librarian.
- Serves in the place of the administrator when the administrator is not available.
- Monitors student attendance and ensures attendance is taken accurately, addresses absences and tardies with students and/or parents to ensure students are in class and prepared to learn.
- Monitors behaviors of students, responds to disciplinary complaints from classroom teachers, and intercedes to implement disciplinary actions to correct the student toward proper repentance and living a humble Christ centered life.
- Keeps staff informed regarding student discipline and/or special circumstances pertaining to student lives.
- Ensures that all areas of the campus are supervised during class, breaks, and lunch by scheduling the teaching staff to monitor students and activities.
- Trains staff and students on policies, practices and procedures that relate to student safety and security.
- Participates in, coordinates, and assigns staff and student leadership and responsibilities for class adviserships, student council, chapel, and other student related activities and events.
- Participates with the director of instruction and the guidance counsellor to create the master schedule.
- Participates with the guidance counsellor to evaluate counselling needs that require resources and expertise not available at CCHS.

Qualifications:

1. A committed member of good standing in the Protestant Reformed Churches of America that leads an exemplary Christian life.
2. A bachelor's degree and preferred advanced degree in education, educational administration, or equivalent.
3. Experienced as a teacher and knowledgeable of practices relating to student counselling, development, and growth.
4. Knowledge of governmental and educational standards relating to students.
5. Knowledge of outside counselling resources that can be recommended to parents.
6. Knowledge of CCHS policies and procedures relating to students.
7. Ability to interact with and develop trusting relationships with students.
8. Ability to communicate patiently, empathetically, and firmly.
9. Excellent at written and oral communication.
10. Demonstrated love for and commitment to students and covenant education.