

JOB DESCRIPTION

Lower School Dean of Students

CHERRY HILLS
CHRISTIAN SCHOOL

Cherry Hills Christian School awakens the educational experience by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose.

The Lower School Dean of Students partners with the Director of Lower School to cultivate a safe, joyful, and Christ-centered environment for students in grades K–5. This role leads student life initiatives, oversees behavior and discipline, and supports character development by fostering strong relationships and upholding a culture of accountability, respect, and spiritual growth.

RESPONSIBILITIES

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and daily devotions
- Embody other-centered, servant-leadership in all interactions

Demonstrate Commitment to Cherry Hills Christian School

- Be an active, engaged member of the school community
- Attend and serve at school-wide, all-hands-on-deck events (Examples: Meet & Greet, Back to School Night, etc.)
- Accept and uphold CHC's Essentials of Faith

Primary Responsibilities

- Lead student life initiatives
- Oversee behavior and discipline through a model of grace and accountability

- Partner with parents, teachers, and the Director of Lower School to guide and direct student behavior and discipline that is in alignment with biblical principles.
- Developing and upholding a culture of accountability, respect, and spiritual growth

Assist and Support Director of Lower School as a School Leader

- Help build a culture defined by Christ's love, safety, and joy.
- Ensure all team members are informed of and uphold safety and security procedures.
- Provide general assistance to the Director of Lower School in daily operations.
- Assist in the enrollment process by interviewing and onboarding new families.
- Aid in the planning, preparation, and execution of school events.
- Support the Director of Lower School in recruiting and attracting high-caliber faculty and staff.
- Represent Cherry Hills Christian School in a favorable and professional manner.
- Pray for the staff, students, and families you serve.

Leadership & Administrative Responsibilities

- Maintain accurate documentation related to behavior, discipline, attendance, and communication.
- Ensure timely and thorough communication with staff and families.
- Assist in preparing and distributing school communications (e.g., newsletters, weekly updates).
- Maintain confidentiality and professionalism in all interactions.

Cultivate Positive Relationships with Children and Families

- Connect relationally with children and families in all interactions
- Support teachers in knowing each student and encouraging spiritual and personal growth.
- Develop and maintain rapport with students and parents.
- Promote a safe, respectful school culture through consistent administration of discipline policies and behavior expectations.
- Represent Cherry Hills Christian in a favorable and professional manner.

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

- Manage email, voicemail, and communication requests in a timely, thorough manner.
- Build trust by maintaining confidentiality
- Respond to all communication with professionalism, discretion, and service orientation.

Demonstrate a Commitment to Growth

- Participate in training and development provided by the Director of Lower School and external opportunities.
- Attend department and all-staff meetings.
- Demonstrate a teachable spirit and a willingness to receive feedback.

Model Servant Leadership

- Perform other duties and tasks as assigned.
- Exhibit a helpful, joyful, and Christ-reflective attitude in all interactions.

Perform Other Duties and Tasks as Assigned

SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role: Leadership, Administration, Service, and Shepherding

QUALIFICATIONS

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life.
- Must agree to the mission statement, values, and faith statement.
- Must be able to uphold and support the mission statement, values, and faith statement.
- Must be able to pass a criminal background check.
- Professional attitude and appearance.

- Bachelor's degree required; Master's or Administrative Certification preferred
 - Minimum two years of teaching experience required
 - Experience in educational leadership strongly preferred
 - Strong interpersonal, communication, and organizational skills
 - Flexible attitude and servant's heart
 - Active involvement in a local church (church membership is a significant component of this role)
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POSITION TYPE: Full-time, Exempt

HOURS PER WEEK: 40

BENEFITS: Vacation, Sick Leave, 403(B), Medical, Dental, Vision

SUPERVISOR: Director of Lower School
