



## Central Catholic High School *Freshman Dean*

Central Catholic is seeking a Freshman Dean beginning with the 2022-23 school year.

### **Job Description:**

The Freshman Dean is a full-time, ten-month position with benefits that will work directly with freshmen, transfer, and international students to make a smooth transition from their previous school to Central Catholic and sets the foundation for their Catholic and Lasallian formation that allows them to develop them into Men of Faith, Men of Scholarship, and Men of Service. The Dean will be closely involved in the Bishop McDowell program and support the Executive Director of Admissions and Marketing in outreach programs. Every aspect of the activities undertaken will be carried out in a professional, objective manner that is in keeping with the mission and philosophy of Central Catholic High School as well as the ethics appropriate to the counseling profession.

### **Reports to the Assistant Principal for Student Affairs**

### **Requirements:**

- Commitment to the principles of Lasallian education
- In-depth knowledge of the Lasallian charism and /or mission of Central Catholic.
- Bachelor's degree in a liberal arts major.
- Experience with student supervision and mentoring.
- Experience with counseling (certification in counseling preferred).
- Experience coordinating schedules and events.
- Excellent oral and written communication.
- Skilled at building and sustaining excellent relationships in the community with both adults and students.
- An instinctively inclusive leadership philosophy.
- The necessary character to develop rapport with people of varying philosophies, backgrounds, and cultures.

## **Essential Job Functions:**

### *Regular Duties and Responsibilities:*

- Provide input into and participate at all programs that spiritually and emotionally form the freshmen including, but not limited to:
  - Accepted students' night.
  - Summer academic preparation program.
  - Becoming a Viking
  - Freshman orientation
  - Freshman Induction program
  - Assists in freshmen retreats and days of recollection
  - Freshman Service projects
  - Freshman Home room
  - Freshmen mixer and Freshmen/Sophomore Winter Formal
  - Coordinates ID Cards
  
- Create a culture of vocation and service. "Who is God calling me to be and what is God calling me to do?"
- Lead efforts to acclimate the freshmen, transfer, and international students to life at Central Catholic.
- Collaborates with 9th-grade teachers on pedagogical techniques and classroom management practices appropriate for freshmen.
- Assist the director of the Bishop McDowell program.
- Collaborates with parents of freshmen, transfer, and international students to understand and support the expectations of Central Catholic.
- Collaborates closely with the Assistant Principal of Student Affairs to plan Freshman Orientation.
- Collaborates with the Administration, Athletic Director, and Dean of Students to ensure policies are respectful of all students and are applied consistently and appropriately, recognizing cultural differences and backgrounds.
- Be visibly present on the fourth floor hallway between 7:35 am and 8:00 am as well as from 2:40 pm until the students leave the fourth floor. This will be a time to reinforce expected behaviors and build relationships.
  
- Develop and lead programs for students of color, focused on ensuring their experience at Central Catholic is academically, socially, and culturally fulfilling, enjoyable, and fun.
- The Freshman Dean will develop a shared language and tools to promote diversity, inclusion, and engagement.
- Collaborate with Lasallian Ministry's "My Brother's Keeper" program.
- Direct students with academic challenges to the Academic Support Program and help the students arrange tutoring and other supports as needed.
- Be a member of the SST team and recommend freshmen to the team.

- Collaborate closely with the Counseling Department as a liaison between students and counselors.
- Assist guidance counselors in addressing student academic and emotional concerns.
- Be in continual contact with freshmen students and parents to help retain students from freshman to sophomore year. This includes both academic and extra-curricular activities.
- Attend after-school events representing the Admissions Director to promote Central Catholic.
- Develop strong relationships with target area elementary schools to help their students understand the culture of inclusiveness of Central Catholic.
- Attend outreach events in various middle and elementary schools.
- Other duties as directed by the principal.

**About Central Catholic:**

Central Catholic High School, a college preparatory Catholic School for boys, is guided by the educational principles of Saint John Baptist de La Salle. The school strives to provide a challenging, relevant, and diverse program of studies and extracurricular activities in an environment that fosters a life of faith and scholarship and develops leaders rooted in the Gospel values of integrity, respect, services, justice, and peace. [www.centralcatholichs.com](http://www.centralcatholichs.com)

Interested candidates should submit a letter of interest and an updated curriculum vitae by July 1<sup>st</sup>, 2022 to:

Mr. Jim Donahue  
Assistant Principal of Student Affairs  
Central Catholic High School  
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Pittsburgh, PA 15213  
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