

Dean of Students

Christian Brothers Academy, Lincroft NJ, an independent, Lasallian, college-preparatory school for young men is seeking a full-time Dean of Students for the 2026-2027 academic school year.

The Dean of Students is primarily responsible for student discipline, culture, and climate. The Dean of Students directly reports to the Associate Principal for Student Affairs. The Dean of Students must be a leader able to assist in supervision, strategic planning, student discipline, and proactive communication.

Qualifications:

- Demonstrate a commitment to Lasallian education
- Possess prior successful teaching and/or administrative experience, preferably in a Lasallian school
- Have experience supervising student discipline
- Demonstrate skills needed to work with teachers who focus on continually improving student learning
- Demonstrate strong verbal, written, and interpersonal communication skills and technological proficiency
- Possess the ability to work collaboratively with others in a school community

Essential Functions:

Responsibilities include, but are not limited to:

- Foster a Lasallian learning environment
- Assist in the formulation of policies, organizational plans, goals, and objectives in order to develop and maintain an educationally effective school of excellence
- Implement the rules and policies relating to student discipline in the handbook
 - review and update of student handbook
 - facilitate conversations and reinforce regulations with students
 - appropriately document disciplinary incidents
- Be a visible presence throughout the school overseeing the student body and maintaining order

- Meet and work with teachers having student disciplinary issues
- Write and provide incident reports involving students
- Conduct detention program
- Oversee student attendance
- Contact and meet with parents for issues regarding discipline and attendance
- Supervise students at major events outside of school hours and/or away from school grounds (major athletic events, dances, proms, plays, etc.)
- Work in conjunction with Associate Principal for Student Affairs to assign student lockers and distribute combinations
- Authorize and oversee all student parking, bus arrival, and departure procedures
- Coordinate student IDs and replacement IDs for staff
- Assist in the development and implementation of school emergency plans
- Attend various school group meetings i.e. Fathers Club, Mothers Club, etc.
- Perform any other reasonable duties as assigned by the Principal or Associate Principal for Student Affairs

Ideal candidates will have previous leadership experience at the department or administrative level and possess good communication skills and the ability to work in collaboration with other professionals. Interested applicants should submit a resume and cover letter, which demonstrates an understanding of the unique nature of a Lasallian Catholic school and includes an explanation of the applicant's vision regarding the role of the Dean of Students in such a school.

Interested applicants should send resume, cover letter, and copies of certifications to Mrs. Maureen Werthmuller, Assistant to the Principal, at mwerthmuller@cbalincroftnj.org no later than **Friday, May 8th**.

To learn more please visit <https://www.cbalincroftnj.org>