



**Bellarmino**  
College Preparatory

## *Assistant Dean*

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

The Assistant Dean assists the Dean of Students on matters of attendance, conduct, student activities, and campus safety plans to ensure consistency with the mission of the school. The Assistant Dean of Students is responsible for proactively encouraging and supporting students to engage in positive behavior. This position assists to maintain a connection between expected behavior aligned with the mission of the school, assist in promoting a school culture that promotes student safety and where students learn to respect differences and take responsibility for their actions. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Essential Responsibilities:**

- Work closely with the Dean of Students and other members of the department to develop, implement and evaluate policies, programs, and procedures related to student attendance, conduct and transportation
- Support the efforts for attendance concerns and records
- Oversee safety concerns on campus and provide feedback, requests, solutions, to the administration
- Coordinate and manage campus supervision during regular school hours
- Assist and support supervision of major events and/or co-curricular programs during after school hours
- Evaluate and implement all emergency preparedness drills and necessary training (fire, active shooter, shelter in place, earthquake, etc.)
- Manage after school/Saturday JUG
- Review, update and maintain the Student Handbook/Planner as assigned
- Assist faculty, staff and parents in the implementation of school policies
- Maintain accurate student discipline records in a confidential manner
- Follow up on minor offenses and unverified absences as outlined in Student Handbook/Planner
- Review reports of student misconduct cases that require disciplinary action, ensuring that recommendations conform to school policies
- Serve as a liaison with community leaders including, but not limited to, San Jose Police Department and school security personnel
- Manage student locker assignments and repairs
- Abide by all school policies and regulations
- Complete other duties and/or projects as assigned

### **Minimum Qualifications/Skills:**

- Bachelor’s Degree from accredited college/university
- Teaching credential and/or high school classroom experience
- Demonstrated understanding and knowledge of adolescent development
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents. This includes the ability to deescalate intense circumstances
- Ability to work effectively with students and staff at all levels, displaying a positive attitude,

demonstrating presence and self-confidence, and exhibiting motivation and drive. This includes the ability to provide clear expectations to students while building positive relationships

- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Self-directed with proven ability to assume responsibility, work independently, creatively solve problems, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects/ within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events
- Ability to perform the job safely with respect to others, property, and individual safety

**Preferred Qualifications:**

- Master's degree and/or Administrative credential
- Experience working in a Catholic or Jesuit high school

**Physical Requirements:**

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to safely and comfortably travel around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material, on a computer screen, and/or on a mobile device/laptop periods of time

**General Information:**

- This position is classified as a Regular Full-Time Exempt position; employees in exempt positions are expected to work as many hours as their job responsibilities require, which could include evenings and weekends
- This position is eligible for Bellarmine's premier benefits package
- This is not a telecommuting position
- The general expectation is that this position will begin work on or about August 1, 2020 to prepare for the school year and is to be completed in accordance with the published school calendar or as instructed by the school's administration

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**To Apply Online:** Please complete the *Bellarmino Faculty Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to [hr@bcp.org](mailto:hr@bcp.org), indicating "Assistant Dean" in the subject line of the e-mail.

**To Send by Mail:** Bellarmine College Preparatory  
Attn: Human Resources  
960 West Hedding Street  
San Jose, CA 95126

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. \*As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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