

Dean of Students

*Minimum Requirements: Bachelor's degree and leadership experience in an education or camp setting

The dean of student assumes primary responsibility for supervising the program assistants and the dean of students' assistant (if applicable), and for coordinating the afternoon activities program. In addition, the dean of students works closely with the academic dean and instructors to ensure a smooth integration of the recreational and academic aspects of the program. The dean of students may be asked to assume the site director's responsibilities in the site director's absence. The dean may need to spend additional time outside of core work hours in the evenings and on weekends as necessary to complete paperwork and other administrative tasks. In addition, the dean of students will need to arrive earlier and/or depart later to assist with the before- and after-care program.

Sample Daily Schedule

Here's what a day in the life of a Dean of Students looks like. Exact schedules will vary from site to site.

Core work hours for day site positions are Monday-Friday 8 a.m.-4:30 p.m., but these may vary depending on the specific site schedule. All staff members are required to work student check-in day on the weekend immediately prior to the start of each session.

Administrative roles may be required to work the Saturday at the end of the session, as needed. Administrators also rotate before and after-care coverage during the session from 7:30-8 a.m. and 4:30-5:45 p.m.

At day sites that operate two sessions, administrators will be required to work the weekend between the two sessions, as needed.

Morning

- Work Before Care one day per week beginning at 7:30 a.m.
- Meet with Program Assistants (PAs) individually before students arrive at 8 a.m.
- Oversee morning drop off
- Run the daily PA meeting
- Complete paperwork such as activity sign ups and Concern Incident Medical Reports (CIMRs)

Afternoon

- Help monitor lunch and recess
- Attend the daily administrative team meeting
- Return parent calls
- Talk to students and/or staff about any issues
- Oversee the student activity program

- Continue to work on paperwork
- Oversee student departure
- Work After Care one day a week until 5:45 p.m.