

**2023 JOB RESPONSIBILITIES
CENTER FOR TALENTED YOUTH
DEAN OF STUDENTS**

All staff members are expected to adhere to the *CTY Standards of Employee Conduct*; contribute positively to the site's living and learning community; ensure students' physical and emotional safety; uphold the [CTY Student Code of Conduct](#) and enforce site rules; and perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

The dean of students 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 of students is a member of the site administration. All members of the site administration are expected to:

- Work together as a team, keeping overall program goals in sight while managing a range of details.
- Help set the appropriate tone for the community, as described in staff handbooks and other program documents.
- Anticipate and prevent potential problems.
- Communicate promptly, clearly, securely, and sensitively with other administrators, staff, students, parents/guardians, the host institution, and the CTY office in Baltimore using JHU-approved platforms.
- Help the academic and recreational programs collaborate effectively.
- Model professionalism.
- Represent the philosophy and policies of CTY in a manner that fosters cooperation and respect between summer staff, students, host institution staff, and full-time CTY staff throughout the program.

Supervision

The dean of students is supervised directly by the site director and indirectly by the program manager and assistant program manager for the site. The dean of students supervises the program assistants (PAs) and, at sites with the position, the dean of students' assistant.

Work Schedule and Physical Requirements

The dean of students works Monday-Friday, 8 a.m.–4:30 p.m. Additional hours will be required on busy work days, as well as in the evenings and on weekends as needed 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. The dean of students also works student check-in day on the weekend immediately prior to the start of each session as well as the Saturday at the end of each session. At day sites operating for both sessions, the dean of students is required to work the weekend between the two sessions.

The dean of students is required to travel and navigate a college/school campus with or without accommodations. This may include traversing some long distances across campus. Some lifting and moving may be required.

Additional job responsibilities of the dean of students include but are not limited to:

Before Arriving at the Site:

- Carefully read the Dean of Students Manual, which outlines policies and procedures to be followed during the program.
- Familiarize yourself with the current year course offerings and other program materials that are shared with you so you know the overall structure of CTY and the rules and regulations to which students and staff are subject.
- Complete trainings, background checks, health forms, immunization records, and other items required by JHU, CTY, the host institution, or state/local regulations.
- Successfully complete virtual pre-summer training, which includes synchronous and asynchronous components. Attend a two-day training the first Saturday and Sunday in June. This training may be delivered online or in-person; if in-person, CTY covers travel expenses.
- Access and familiarize yourself with CTY's designated communication and digital file storage systems; links, training, and login information for these systems will be provided during the onboarding process.
- Review the job responsibilities of the positions you will be supervising (program assistant and dean of students' assistant, if applicable), as well as the *Program Assistant Handbook*.

Before Instructional Staff Arrive:

- Arrive at the site on the date specified in your employment agreement to assist in setting up the summer program and preparing for the arrival of instructors and PAs (Thursday) and students (Sunday). Bring a cell phone, laptop, etc. to use during your employment. Specific responsibilities during pre-session planning include assisting in the physical set-up of the site office; working with the site director to establish administrative procedures and policies for the site; helping to plan and conduct staff orientation; preparing for the first day of classes; organizing before- and after-care (location, staffing, record keeping, etc.); planning morning drop-off and afternoon pick-up logistics; and inspecting the available facilities for the activities program.
- Assist the site director in finalizing a site handbook for staff. The handbook is to include policies

and procedures specific to the site, important CTY policies.

Before the Students Arrive:

- Train the PAs by leading orientation sessions for them. Information on planning and conducting orientation can be found in the Dean of Students manual.
- Develop an organizational plan for activities, which includes student signup, student and PA assignment, and taking attendance.

Opening Day through Closing Day:

- In conjunction with the administrative team, develop and maintain an effective system for monitoring student attendance in classes.
- Be available on check-in day to speak with parents/guardians who have questions.
- Assist the site director as needed in developing and implementing a process for running emergency drills, including fire drills and any other drills required by the program, host institution, or state and local guidelines.
- Assist the site director in working with the host institution to ensure smooth delivery of programs and services. This may include scheduling facilities for the activities program and working with the food services department. In all contacts with the host institution, the site director and dean of students are expected to protect the programmatic and financial concerns of CTY.
- Supervise the PAs and the dean of students' assistant, if applicable. This includes ensuring staff members carry out their job responsibilities fully, helping to resolve conflicts between staff members, and ensuring that CTY rules and guidelines for staff conduct are observed at all times. Any problems in staff performance, as well as how they are handled, should be discussed with the site director.
- Plan the agendas and conduct daily PA meetings. Work closely with the program assistants to help them be effective leaders. Act as a resource, motivator, and problem-solver as the PAs carry out their duties.
- Throughout the session, maintain a high level of morale among program assistants.
- Act as a liaison between the PAs and the instructors, fostering mutual understanding of the needs of each part of the program in working toward a common goal.
- Coordinate and oversee the day-to-day functioning of the activities program.
- Coordinate the weekly community awareness projects.
- Assist in ensuring the health and safety of all students by following site medical protocols covered in orientation and written materials. As requested by supervisors, assist not only with

health office logistics such as escorting students to/from the office or filing paperwork, but also with urgent medical situations, which may require accompanying students to the ER and assisting in adherence to COVID protocols.

- Assist the site director in handling behavior management cases.
- As requested by the site director, call and confer with families about students who are experiencing any sort of difficulty in the program.
- Observe PAs in their classes. In conjunction with the academic dean, consult with instructors and program assistants concerning the role of PAs and their effectiveness in the classroom.
- Secure the site director's approval for all expenditures and submit to the office manager receipts for all petty cash card expenditures and charges to be billed.
- Help to ensure that a *Concern/Incident/Medical Report* is completed by the appropriate person(s) when a student experiences illness or injury, no matter how minor, when a student's physical or emotional safety is in question, when a staff member is injured, when there is a problem with student behavior or academic performance, when there is an incident in which facilities are damaged, or when a student is sent home for any reason. Completed *Concern/Incident/Medical Reports* must be given to the site director.
- Coordinate with the academic dean and academic counselor to see that emotional and social needs of students are met both inside and outside of the classroom.
- Cooperate with representatives of the media and other visitors to the site as approved by the program manager or assistant program manager and the CTY director of communications and marketing.
- Assist the site director with planning closing day activities.
- Submit a Clery Act exit survey, including providing any follow-up information as requested by JHU Campus Safety and Security.

After Students Depart:

- Ensure that any equipment borrowed or rented during the session is returned in good condition.
- Submit to the program manager or assistant program manager all before- and after-care records and summary statements, including student and staff sign-in and sign-out sheets and total staff hours worked.
- Assist with the departure of the program from the site, including inventorying, boxing, and storing materials, and returning appropriate materials to the program manager or assistant program manager for the site.
- Submit a written site report no later than **September 1**. The report should provide information that will assist the program manager and assistant program manager in evaluating the summer

experience and planning for the following year; and may serve as a guide for the following year's dean of students. Consult your Dean of Students Manual for details about the content and format of this report.

- Depart the site with the permission of the site director, assistant program manager, and/or program manager.
- Complete evaluations for all PAs no later than **September 1**.
- Provide the program manager for your site with an address, telephone number, and email address where you can be reached during the upcoming academic year.

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.

DAY SITES

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.