



PALMETTO CHRISTIAN ACADEMY

Job Title: Associate Dean of Students

Status: Full-Time for 2024-25 School Year (August – May)

Prepared by/Date: JD Zubia / January 2024

Reporting Structure: This position reports to the Dean of Students.

Position Summary:

The Associate Dean of Students will work closely with the Dean of Students to coordinate student activities, grade-level events, and class community service opportunities to promote and foster a positive school spirit among the student body. In addition, the Associate Dean of Students will serve as the lead discipleship coordinator for Upper School male students (grades 6-12).

Roles and Responsibilities:

The Associate Dean of Students will work with the Dean of Students to achieve the following:

- **Oversee Clubs**
 - Ensure that clubs have sponsors
 - Ensure that clubs are meeting routinely
 - Ensure that clubs are participating in community service projects

- **Coordinate and oversee PCA Events**
 - Plan Homecoming, Prom, and Dances
 - Plan and oversee See You at the Pole
 - Plan and oversee ACSI Global Day of Prayer

- **Assist with morning announcements and communicating school events and important dates to our students 6-12.**
 - Responsible for making sure the announcements are in and ready the day before

- Coordinate selection of student announcers with Upper School Principal

- **Assist with Special Programs:**
 - Work alongside of the Dean of Students to coordinates program for new student orientation
 - Work with the Dean of Students to create and produce High School Planning and Orientation Guide for incoming 9th grade students
 - Works with Bible teachers and ECBC Youth Pastors to establish Discipleship Program for male students.

- **Other Duties as Assigned by the Dean of Students**

Qualification and Job Requirements

- A minimum of 3-5 years of experience as a middle and/or high school teacher.
- A minimum of a Bachelor's degree in Education, Bible, Counseling or similar.
- The preferred candidate possesses a Master's degree in one of the above disciplines.
- A strong testimony of a personal relationship with Jesus Christ and evidence of regular attendance and involvement in a local church.
- Must be in agreement with the PCA Core Beliefs
- Ability to work collaboratively with Administration, Faculty & Staff, students, and parents.
- Strong organizational, communication, and interpersonal skills.
- Broad knowledge of student activities and events that promote a healthy school culture.

Candidates must be in agreement with the PCA Core Beliefs which can be found [HERE](#) and must demonstrate a strong, personal relationship with Jesus Christ. If you believe you are qualified, we invite you to submit an [online application](#).

Please direct your questions to Mrs. Casie Benton, Executive Assistant to the Principals, at cbenton@palmettochristianacademy.org.