



Catholic College Preparatory School Educating Women Who Make A Difference Since 1945

MERCY HIGH SCHOOL
Farmington Hills, MI
INVITES APPLICANTS FOR THE POSITION OF
DEAN OF STUDENT AFFAIRS

Join our highly committed team of Mercy educators who have a passion for Catholic education and a willingness to inspire our students to become "Women Who Make a Difference."

MERCY HIGH SCHOOL

Mercy High School is a sponsored ministry of the Institute of the Sisters of Mercy of the Americas and is a member of Mercy Education. Compelled by our Catholic faith and the spirit of the Sisters of Mercy, Mercy High School is a premier college preparatory school that educates and nurtures young women of diverse backgrounds to excel academically, serve compassionately, and lead courageously.

Our work embodies the Critical Concerns of the Sisters of Mercy and the Mercy Education Core Values: *Compelled by Mercy; Educational Courage; Inspired By Faith; Principled Leadership; Voice For Dignity and Respect.*

Mercy High School commits to a climate and culture that are deeply rooted in:

The Catholic Faith | Academic Excellence | Collaboration | Diversity | Innovation | Integrity | Leadership | Respect | Sustainability

Mercy High School is a racially, ethnically, and economically diverse student body of approximately 560 young women. Our commitment to diversity, equity, and inclusion is reflected in our policies, curriculum, and extracurricular activities, which align with the Sisters of Mercy Critical Concerns of *Racism, Immigration, Women's Issues, Care for the Earth, and Non-Violence.*

POSITION DESCRIPTION

Dean of Student Affairs Beginning with the 2024-25 School Year

We are seeking a compassionate and dynamic individual to serve as the Dean of Student Affairs at Mercy High School. The Dean of Student Affairs plays a pivotal role in fostering a supportive and enriching campus culture that promotes the development of the whole young woman.

The Dean of Student Affairs collaborates closely with faculty, staff, students, parents and outside organizations to promote positive relationships and to uphold the school's mission and values as reflected through the Student Code of Conduct.

This position is an integral part of the school administrative team and reports directly to the Principal.

Mercy High School 29300 W. Eleven Mile Rd Farmington Hills, MI 48336
mhsmi.org | 248-476-8020

Qualified applicants should skillfully demonstrate the following competencies and be prepared to compassionately guide and advocate for all Mercy students. The selected applicant will:

- Provide leadership and oversight for all aspects of student life, including student behavior, attendance, discipline, extracurricular activities, and restorative practices.
- Serve as a resource and advocate for students, often by working in partnership with the Associate Principal of Academic Affairs, the Director of Diversity, Equity, Inclusion, and Belonging, the Office of Mission and Ministry, the Athletic Director, and the Counseling Department.
- Develop and implement policies and procedures to maintain a safe, inclusive, and respectful campus environment, including oversight of overall school security processes and reporting.
- Coordinate and oversee student activities, clubs, and organizations to promote student engagement and leadership development.
- Establish, maintain, and communicate the Student and Family Handbook and the yearly school calendar.
- Oversight of the management of attendance policies and records, including requests for personal absences.
- Oversight and supervision of the Reception Area, Wellness Center, Security Officers and Attendance Office.
- Collaborate with faculty and staff to identify and address issues affecting student success and well-being.
- Serve on relevant committees and participate in school events, including orientations, open houses, graduation ceremonies, school dances, and Board of Trustee meetings.
- Stay informed about best student affairs and youth development practices and integrate them into school policies and programs.

KEY QUALIFICATIONS/REQUIREMENTS

- Ability to establish and maintain confidential and professional working relationships with administrators, faculty, staff, parents, students, vendors, and the general public.
- Experience working within a diverse community with a demonstrated commitment to equity awareness.
- Strong written, verbal communication, and conflict resolution skills - especially with restorative practices.
- Master's degree, preferably in Education or related field. A Secondary Administration Certificate is preferred.
- Minimum five years related progressive experience required.
- Ability to work occasional evenings and weekends as necessary to attend events.

Applicants should demonstrate a willingness to expand their knowledge of best practices in working with a diverse community of teenage females, engage in professional growth opportunities in all areas, including Diversity, Equity, and Inclusion, attend a Protecting God's Children workshop, and complete a background check.

Interested applicants are invited to send a letter of interest and resume for immediate consideration to Mary Vallone, Assistant to the Principal, at mvallone@mhsmi.org. Applications will be reviewed on a rolling basis, and the job posting will remain open until filled.

Mercy High School is an Equal Opportunity Employer and considers all applicants for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity, the school may consider an applicant's religious affiliation in its employment decisions consistent with State and Federal law.

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