

St. Catharine Academy (SCA), a Catholic Mercy School for Girls, has symbolized excellence in Catholic education in New York City since its founding by the Sisters of Mercy in 1889. In September 2023, SCA extended its legacy of academic excellence for girls to an even broader spectrum of multicultural students, encompassing grades 6 through 12.

Located in the Pelham Gardens Neighborhood of the Bronx, St. Catharine's Academy is positioned to be a leader in all girls Catholic education. Building on the charism and mission of the Sisters of Mercy, SCA educates girls who will go on to become transformational leaders in our world.

St. Catharine's is seeking a Dean of Students (grades 6-12) who will join the administrative team to cultivate an atmosphere that enables our students to grow intellectually, spiritually and morally. The start date for this position is August 26, 2024.

#### Qualifications:

- Bachelor's Degree required
- Five years of teaching or administrative positions in a high school setting.
- Experience working in an all girls environment (preferred)
- Commitment to Catholic education and the mission and charism of the Sisters of Mercy
- Ability to model Catholic values in a culturally sensitive way.

#### Responsibilities

- Assist in the formulation of policies, organizational plans, goals and objectives in order to develop and maintain an educationally effective school of excellence
- Address any excessive absences and/or tardiness
- Supervise arrival and dismissal procedures
- Ensure all students are adhering to the rules set forth in the student handbook
- Responsible for detention schedule
- Assist in maintaining student discipline and overall student achievement.
- Work in conjunction with the Principal in scheduling and supervising all school activities and special events, inclusive of those which may occur in the evening or on weekends.
- Supervise cafeteria during lunch periods
- Perform any other reasonable duties as assigned by the Principal or President

Salary Range: \$70-\$75,000

Interested candidates should send a resume and cover letter to [development@scahs.org](mailto:development@scahs.org)