



JOB DESCRIPTION – Grade-level Dean of Students

A Grade-level Dean will serve as the primary administrator and point-person for one grade as it moves year-to-year through the high school. A Grade-level Dean's first priority is to monitor closely and support the progress of each student in the grade during the student's high school career. The Grade-level Dean position represents approximately half of the full-time appointment and reports directly to the Assistant Head for Student Life (AHSL).

A Grade-level Dean, will, among other things:

- Know and support all students in the grade.
- Support and guide advisors as they work with individual students.
- Provide a timely and sensitive bridge between parents and the school and establish a cooperative working relationship.
- With support from the Assistant Head for Academics (AHA) and others, assist faculty to meet the needs of individual students.
- Address community-wide issues of social climate, tone, respect, equity and inclusion through the development and execution of special programs, curriculum development, and scheduling, as well as with intervention with individual students.
- Be responsible for discipline and the fostering of good conduct.
- With support from the AHA, help students create and manage their academic schedules.
- With the Student Activity Coordinator and Office and Logistics Manager, plan and execute grade-specific activities and events, such as retreats, trips, and dances.
- Read student course reports, admission files, and monitor attendance.
- Meet and work effectively with other Grade-level Deans to communicate and ensure consistency between the 4 grades.
- Work with other grade-level Deans, advisors, and AHSL to strengthen 9-12 advising curriculum and training.
- Meet and work effectively with learning and counselling services, both inside and outside of Urban, to coordinate academic and emotional support for students.

A Grade-level Dean will need to have, among others, the following skills/attributes:

- Superb instincts and genuine care for kids – how they learn, how they behave, how they manifest their feelings, and how to communicate with them.
- An investment and facility with culturally responsive teaching, learning, and communication with both students and families, and a personal commitment to continuing diversity and equity education.
- Excellent communication skills, spoken and written.
- Attentiveness to administrative detail
- The ability to work successfully with a broad range of community members
- The ability to make unpopular decisions, take responsibility and set boundaries in the face of unreasonable demands and persistent concerns.

In sum: a successful Grade-level Dean must be both empathetic and firm, both supportive and demanding, both attentive to detail and broad in vision.

Minimum Qualifications:

- Bachelor's Degree or higher
- Administrative experience in a school setting
- Teaching or other leadership experience in a secondary school setting
- An authentic consonance with the stated core values of the Urban School

Classification: Exempt, Full-Time, 10-Month, Faculty Reports to: Assistant Head for Student Life (AHSL)

Physical Requirements

- Typical Working Conditions: Climate-controlled, classroom and office environment. Occasional outdoor overnight field trips with classes and Grade Level Groups.
- Equipment Used: Laptop computer, SmartBoard, printer/copy machine