

**POSITION POSTING**  
**ASSOCIATE DEAN OF STUDENTS and DIRECTOR OF RESIDENTIAL LIFE**  
2020-2021 Academic Year

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 250 employees. Gova faculty and staff are committed to creating and cultivating a diverse and inclusive community that allows students to discover their passions, use their unique voices, and achieve academic and co-curricular excellence. Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

**Position Summary:**

This full-time (12 month) Associate Dean of Students and Director of Residential Life position will have ongoing contact with and direct responsibility for the academic and social life of students on campus (*in loco parentis*), and will involve specific responsibilities that include teaching one section, coaching or other afternoon program involvement, residential life duty, and student advising.

Dean's Office Responsibilities:

- Assist the Dean of Students in all capacities of student life
- Serve as the Grade Dean for 11th and 12th grade students
- Manage major and minor discipline cases with the Dean
- Attend some weekend activities
- Administrator-on-Duty assignments
- Share on-call duty with the Deans Team
- Document discipline cases; communicate with parents; conduct exit interviews for students probationary periods
- Liaison between school and families for student issues
- Approve student permissions and leaves from campus
- Oversee attendance system; hold students accountable to the policies; notify parents and advisors
- Serve on the following committees:
  - Deans Team
  - Student Concerns
  - Residential Life
  - Discipline Committee
  - Senior Spring Term Committee
- Supervise day student car policies and procedures
- Supervise day student lockers
- Support the coordination of the opening and closing of school
- Work with the Dean to coordinate leadership development programming for students
- Serve as Dean of Students when the dean is out of the office
- Assist Dean with dormitory inspections
- Coordinate Study Hall



Residential Life Responsibilities:

- Convene the Residential Affairs Committee
- Oversee Student Proctor selection Process
- Facilitate Proctor Training throughout the year
- Lead development and execution of Residential Life Curriculum
- Manage housing assignments
- Liaison with the Facilities Department regarding dormitory needs
- Serve on a dorm team - one evening a week and one weekend a month (or equivalent)

Additional Responsibilities:

- Teach one section
- Coach two seasons
- Serve as an advisor

**Qualifications**

Bachelors. required, Masters preferred; experience in a dean's office, coaching and/or playing interscholastic athletics preferred; must be able to work collegially; facility with technology; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment and have a valid driver's license.

**To Apply**

To apply for the Associate Dean of Students and Director of Residential Life position, please click [here](#).

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**Statement of School Values:** Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. If you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process, please notify us. We will consider all such requests in accordance with applicable law.

February 2020