



Position Title:	Dean of Students
Position Status:	Full-time
FSLA Classification:	Exempt
Reports To:	Head of Middle School
This opportunity is only available to faculty who currently teach in the Middle School	

Position Purpose

Together with the Division Head, the Deans of Grades 5, 6, 7, and 8 ensure that we are living our mission and values on a daily basis. Grade-level deans provide a thoughtful and relationship-focused experience for our students and families. As of now, each Dean will stay with their respective class for two years, then loop back to a new class -- i.e. Deans for Grades 5 and 6 form a rotating pair; Deans for Grades 7 and 8 form a rotating pair. This rotation may change, however, once we live into the new structure and determine the most effective method for supporting our students and program. We may determine a dean will remain in the same grade-level every year, or conversely, we may determine a dean will follow their class throughout the four years.

Essential Functions

I. Expand Students' Full Academic and Personal Potential by:

- Teaching three classes and serving as an advisor if needed
- Meeting with and about students regarding low-level academic concerns
- Leading regular grade-level meetings and helping develop support plans
- Supporting and helping create student leadership opportunities

II. Prepare Students to Lead Lives Characterized by Thoughtfulness and Integrity by:

- Developing and enforcing accountability systems that include educational and restorative work, are anchored in a relational approach, and lead to growth and positive future actions
- Supporting and counseling students to foster social-emotional growth -- e.g. around behavior, studentship, and social dynamics/peer relationships

III. Nurture Students' Knowledge of Themselves and the World by:

- Coordinating and overseeing grade-level trips
- Collaborating with Assistant Head to design and implement service opportunities
- Fostering positive grade-level culture, community, and spirit through activities that infuse joy into the student experience and foster team-building

IV. Build an Inclusive Community by:

- Serving as a leader in diversity, equity, and inclusion work, both personally and within division
- Adapting AEIOU lessons so they are developmentally appropriate for each grade, if needed
- Organizing, chaperoning, and overseeing grade-level events
- Cultivating camaraderie both within the single-sex divisions and across them and ensuring consistency in culture and systems
- Partnering closely with families to develop strong school-home bond in support of students
- Interviewing prospective students, attending events, and hosting check-ins with new students and families
- Thoughtfully facilitating the creation of advisories for the upcoming year
- Depending upon one's grade-level, planning and overseeing events to support transition between divisions, serving on the Admissions Committee, planning drug and alcohol, orientation, or studentship programming, and other duties assigned by the Head

V. Any Other Duties or Special Projects Assigned by Division Head (example: some summer work)

Strong candidates will:

- Demonstrate excellent organizational skills, follow-up, and attention to detail
- Communicate clearly and lead difficult conversations in compassionate and supportive ways
- Take initiative in developing programming to strengthen the division
- Anticipate potential obstacles and take proactive steps to make improvements and solve problems
- Be collaborative, creative, and solutions-oriented
- Exhibit excellent professional judgment and instincts
- Demonstrate strong interpersonal and community-building skills
- Have the ability to maintain confidentiality and contribute positively to team dynamics
- Have a demonstrated track record of success adhering to and being an ambassador for school policies and procedures
- Exhibit professional, ethical, and responsible behavior at all times that is consistent with SCH's mission and values
- Maintain professional boundaries in relationships with all school constituencies
- Demonstrate a strong commitment to creating an inclusive culture

Application Procedures

Interested candidates need to email a letter of interest and a resume to careers@sch.org.

Springside Chestnut Hill Academy is an equal opportunity employer.