



ST. JOHN'S PREP

Middle School Dean of Students/Student Life Coordinator

About St. John's Prep

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do, and stand for good in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

Position Overview and Responsibilities

The student experience in the classroom and beyond is integral to a St. John's Prep education. The school seeks a mission-centered professional who can build strong relationships with students via patience, optimism, and authenticity to serve as the Middle School Dean of Students/Student Life Coordinator. The person filling this role will call upon a working knowledge of adolescent development, an appreciation for the inner worlds of boys, and a belief in their moral potential. The Dean of Students/Student Life Coordinator is a member of the Middle School Leadership Team, reporting directly to the Associate Principal for Grades 6, 7 and 8 and Assistant Principal for Student Life. This is a full-time, ten-month staff position.

Specifically, the Dean of Students/Student Life Coordinator will:

- Center their leadership work on building a climate and culture focused on respect, servant leadership, student engagement, and an understanding of adolescent development.
- Enforce and monitor behavioral and disciplinary systems outlined in the Middle School Parent and Student/Parent Handbook.
- Use strong communication and problem solving skills to partner with teachers and parents in supporting students' development.
- Collaborate with members of Principal's Leadership Team, Middle School Leadership Team, Multicultural Affairs and Community Development Team (MACD), School Counseling, and Campus Ministry to develop and implement programming, and to monitor student engagement.
- Promote engagement of students in the co-curricular life of the Middle School, including but not limited to recreational sports, campus ministry, clubs/organizations, and social activities.

- Periodically report attendance, behavioral and/or academic trends for the Middle School to the Principal/Associate Head of School, Assistant Principal for Student Life, and Associate Principal for Grades 6, 7 and 8.
- Collaborate with members of the Student Life Team to foster a consistent approach to community building, student engagement, wellness programming, student discipline, and campus health and safety in grades 6 through 12.
- Schedule before, during and after school proctoring duties and coverage of school spaces by faculty and staff.
- Facilitate transportation and traffic flow for student pick-up before and after school.
- Serve on the Retention Committee and Wellness Committee.
- Perform other duties as assigned by the Associate Principal for Grades 6, 7 and 8 and/or Assistant Principal for Student Life.

Skills and Competencies

- Strong interpersonal and written communication skills.
- A team player committed to collaborative leadership.
- A strategic thinker with strong project management skills.
- Comfortable with public speaking and presenting to students, parents, colleagues, as well as prospective students and their families.

Education and Experience

- A master's degree in educational leadership or related field.
- 3 to 5 years of experience working as a teacher, counselor and/or student life administrator in a middle school setting.
- A demonstrated student-centered approach to previous work in schools.

St. John's Prep is committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in classroom practice, student engagement, interpersonal communication, and curricular decisions. For more information about our academic, spiritual and student life programs, please visit www.stjohnsprep.org.

Interested candidates are asked to send a cover letter, resumé, and academic transcripts to Traci Schaeublin, Assistant Head of School for Human Resources, at tschaeublin@stjohnsprep.org by Monday, May 22, 2023. Please, no phone calls.

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