



## Upper School Dean of Students

### Position Description:

Community School of Naples (CSN) is seeking a **strategic and dynamic Upper School Dean of Students**. The Dean of Students is a member of the Upper School Leadership Team and, as such, is responsible for the development of school policies related to the student life on campus, implementation of the CSN mission, and creation of a safe and supportive environment necessary to achieve success. The Dean of Students shares with the Head of Upper School the responsibility for protecting the health and welfare of students and, to that end, maintains a visible daily presence on campus both during the course of the day and in the evenings as necessary. The Dean keeps the Head fully informed on student issues and all other relevant matters pertaining to school life.

### Responsibilities will include:

- Enforce all regulations of the School Handbook.
- Provide student supervision throughout the day, during lunchtime and while travelling around the campus.
- Manage student discipline, ensuring fair and consistent application of school policies and procedures in a compassionate and comprehensive manner; be assertive or growth-oriented as needed.
- Communicate with parents, students and faculty to keep students accountable for unacceptable behaviors.
- Respond to student concerns and inquiries, providing guidance and support to navigate school challenges.
- Oversee all matters of student attendance, including investigating attendance problems; assigning students appropriate consequences for tardiness, class cuts and truancy, and publishing a daily log of student absences for faculty.
- Oversee policies related to students and support the faculty by developing classroom management programs.
- Develop and lead proactive programs to improve student behaviors, culture, and interactions.
- Promote a positive environment by fostering respect, responsibility and trust among colleagues and students.
- Ensure that all decisions are in alignment with the CSN's mission and further the school's goals and advancement.
- Contribute to hiring processes.
- Other responsibilities as assigned by Head of Upper School.

### Requirements:

- A Bachelor's degree, although Master's preferred, in Educational Leadership or related field of study.
- A minimum of three years in school administration or related leadership experience.
- A minimum of five years teaching experience at an upper school level.
- Possess highly effective communication and interpersonal skills to handle conversations with students, parents, and colleagues with tact, diplomacy and grace.
- Proven track record of success in demonstrating a positive, solution-oriented temperament.
- Must be able to work in a fast-paced environment aiming at meeting multiple competing tasks and demands; ability to stay calm under pressure.

## **Compensation and Benefits:**

The appointment will be for the academic year of August 2024 through August 2025. This is a full-time administrative position paid on an annual salary commensurate with experience, degree attainment and other qualifications. This position is eligible for CSN's competitive benefit package, which includes medical, dental, vision, short- & long-term disability, life insurance, 403(b) retirement program with a generous match, Aflac, and Legal Shield offerings. Additional benefits include generous time-off (academic recesses and summer) and the use of the school's state-of-the-art recreational facilities. Complimentary breakfast and lunch are served on all school days. Please visit our website for more details about the benefits of a career at CSN.

- **Community School of Naples is an Equal Opportunity Employer.**
- **Fingerprinting and background checks are a required part of CSN's employment eligibility process.**