Position: Dean of Students

Reporting Line: Reports to both Middle School and Upper School Division Heads

School Summary
All Saints Academy was founded in 1966 as St. Paul's Episcopal Parish School under Father Gilbertson and Father Sturrup of Saint Paul's Episcopal Church. The school did not adopt its current name until 1993, when the middle and upper school portions of the facility were added, extending the grades serviced to grade twelve.

Mission
Inspiring independent thinkers, principled leaders, and humble learners.

Vision
All Saints Academy exemplifies Judeo-Christian values within an Episcopal tradition. We welcome students of all racial, cultural, and religious backgrounds striving to maximize each student's unique potential by instilling a sense of worth that comes with purpose, direction, commitment, and success.

Position Summary
All Saints Academy is a coeducational day school with over 700 students in grades PS2 through 12 in Winter Haven, FL. All Saints Academy seeks a passionate, experienced educator to serve as dean of students. The Middle and Upper School Dean of Students is the primary advocate for students in grades 6-12 and is responsible for all non-academic, student-related matters. The Dean of Students will work collaboratively and in full partnership with both Division Heads, the School Counselor and the Academic Skills Center to design, refine, and nurture a student experience that meets the unique needs and opportunities of our students. This includes supporting students with their social, emotional, and mental health needs as well as addressing student behavior concerns.

Essential Duties and Responsibilities
- Build positive relationships with students.
- Establish and support respectful relationships with faculty and staff.
Be present and visible in the school community by frequently connecting with students in common areas, cafeteria, outdoor spaces, hallways, and other spaces students gather.

Support and communicate the community expectations including the code of conduct, honor code, dress code and major school rules.

Update annually, maintain, and enforce the Parent/Student Handbook Policies and Procedures.

Enforce and maintain student discipline, including school attendance, and follow through with correspondence record keeping relating to discipline.

Lead all student disciplinary investigations with the respective Division Head and applicable staff members.

Assist with scheduling parent/teacher conferences regarding student disciplinary issues and to maintain records and correspondence relating to these meetings.

Serve as a point person along with the Learning Specialist, School Counselor, and Division Heads in supporting students facing significant challenges.

Oversee, manage, and assign lockers to all students in middle school and high school.

Manage and assist with supervising students during lunch, in-between classes, during Division Meetings and Chapel, before school and after school.

Oversee, manage, and maintain all student vehicle registration information.

Keep the applicable Division Head fully informed on student issues and all other relevant matters pertaining to student school life.

Assist Administration and Division Heads during fire drills, lockdown procedures, and other school safety drills.

Oversee, manage, and work with the student Honor Council in enforcing the school Honor Code.

Serve as a conduit between students and faculty by providing important feedback to staff about the student experience and mediating conversations between students and adults.

Manage and oversee the school uniform closet with parents, students and the admissions department.

Assist with the school dance process (manage student forms, dance contracts, and approve outside guests) and oversee and manage supervision of students at school dances.

Communicate and collaborate with families to support student growth and learning.

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● Attend and contribute to weekly faculty meetings.
● Contribute to community-wide supervision and chaperoning duties as assigned.
● Devote time and effort to ongoing professional growth.
● Uphold professional standards of personal presentation, punctuality, professional courtesy, and discretion.
● Support and model ASA’s mission and core values.
● Identify proactive approaches to keep our community strong.
● Support the school and its leadership.
● Perform other duties as assigned by the Division Head or Head of School.

Qualifications
● Bachelor’s degree in secondary education, educational leadership, or a related field.
● Master’s Degree preferred in secondary education, educational leadership, or a related field.
● 3+ years of experience working with middle and/or high school students is preferred.
● Previous independent school experience is preferred.
● Familiarity with Google Suite is preferred.
● Familiarity with Blackbaud (All Saints Academy’s learning management system) or another similar LMS is preferred.

Assume other responsibilities as requested by the Head of School, including but not limited to the work assigned in executing the Strategic Plan.

Send resumes and cover letters to HR@allsaintsacademy.com