The Dean of Students reports directly to the Head of the Upper School, and works closely with the Upper School Administration team, students, faculty, staff, and parents. The Dean of Students plays a central role in monitoring students’ needs and achievements, organizing campus life and communicating with all stakeholders. This position works on a 10-month contract.

### MAJOR RESPONSIBILITIES

- Serve on the Upper School Administration team to coordinate and implement policies and procedures that advance the mission of the School.
- Support the Head of the Upper School and other Upper School Deans on an as needed basis and on special projects.
- Oversight of daily conduct system including:
  - Attendance (absences & tardies)
  - Dress code
  - Disciplinary Holdovers (DHs)
- Supervise and implement discipline system including:
  - Honor system and honor code violations
  - Drug and alcohol violations
  - Harassment, bullying, etc.
  - Digital citizenship
  - Other rules specified in the Guide for Academics and Student Life
  - Annual review of policies and procedures
- Honor Code
  - Ensure that academic and personal integrity is at the forefront of student life.
- Facilitate the Conduct Review Board (CRB)
  - Select and train faculty and student members of the CRB.
  - Facilitate meetings when necessary to respond to major rule violations.
- Head of student life:
  - Partner with faculty Head of Key Club to oversee community service.
  - Coordinate the student club system.
  - Oversee Student Council.
  - Manage elections and weekly meetings.
  - Participate in the implementation of Terrapin Day activities in the Upper School.
  - Partner with faculty on diversity, equity, inclusion and belonging initiatives and programs.
  - Update appropriate sections of the Guide for Academics and Student Life.
  - Participate on the Safety Committee.
  - Coordinate fire and lockdown drills.

### REQUIRED SKILLS & QUALIFICATIONS

- Administrative experience at the high school level.
- Strong interpersonal communication and writing skills.
- Strong time management and organizational skills.
- A background in education; candidates with a Master’s Degree in Education are preferred.
- Time spent in the classroom preferred.
THE SCHOOL

- 710 students in grades 6 - 12
- 130 employees (64 teaching faculty members)
- 11.2 acre campus located along the Riverwalk in downtown Tampa: 727 W. Cass Street, Tampa FL 33606
- 159,281 sq. feet of teaching & learning spaces
- Students come from 19 zip codes and previously attended 84 different schools (in 12 different states and two countries), before becoming Terrapins
- Athletics have won 63 individual & team state championships
- Robotics teams have competed in VEX Worlds with awards in Excellence & Skills
- Arts Department boasts world-class theater, film, music, dance, visual & performing arts programs

THE ENVIRONMENT

- Tampa Bay is a family-friendly, economic epicenter that includes Tampa, St. Petersburg and Clearwater.
- Tampa, FL population: 387,916 (2019)
- Hillsborough County population: 1.472 million (2019)
- Home of world-champion NHL and NFL teams, as well as champion MLB and NSL teams
- Home of the University of Tampa and University of South Florida
- Voted Top 5 Best Riverwalks in the U.S. (USA Today), boasting a 2.6 mile path to parks, museums & restaurants

PROCEDURE TO APPLY

This is a 10-month full-time, benefit eligible position. Salary is commensurate with experience. Interested candidates should submit a:

- Cover letter expressing interest in the Dean of Students position
- Current resume
- List of references including name, title, phone number, email address, and professional relationship (References are contacted only with the candidate’s permission or if the candidate becomes a finalist.)

Please direct questions and submissions to Tampa Prep’s Ms. Kimberly Baggett at (kbaggett@tampaprep.org).

Tampa Prep is an inclusive and open-minded environment that does not discriminate according to race, color, national origin, religion, gender, sexual orientation, gender identity, or matters of individual choice. Tampa Prep does not engage in personnel practices prohibited by federal law. This policy extends to all activities and aspects of the school and specifically to the practices of faculty and staff hiring and management, in student admissions, student evaluation, discipline and student life.