



OPPORTUNITY STATEMENT

UPPER SCHOOL ASSISTANT DEAN OF STUDENTS

2026-2027 Academic Year

OXBRIDGE ACADEMY | WEST PALM BEACH, FL



ABOUT OXBRIDGE ACADEMY

Oxbridge Academy is a premier, independent, co-educational college-preparatory school located on a beautiful 54-acre campus in West Palm Beach. Founded in 2011 by philanthropist William I. Koch, Oxbridge Academy provides an outstanding education empowering students in grades 6-12 to Lead with Kindness and Act with Courage. Offering a dynamic curriculum, enriching environment, and expert faculty, Oxbridge Academy applies an interdisciplinary academic approach while fostering the development of extraordinary leaders, thinkers, problem-solvers, and world-changers. With a vision to change the paradigm for middle and high school students, Oxbridge Academy values the autonomy and individuality of teachers. Working within the guidelines of their department, teachers are given significant freedom to develop their curriculum, class policies, and instructional practices.

Oxbridge offers a world-class education, an enriching culture, and experiential learning opportunities within an inclusive community. Signature Programs like the Free Enterprise Institute, Aviation, Artificial Intelligence, Cambridge Scholars, and Independent Research & Study ignite students' inner passions, strengthen individual skills, and stimulate creative thinking, uniquely preparing them for college and beyond.

AN UNMATCHED EXPERIENCE



2011

Founded in 2011



625

Students



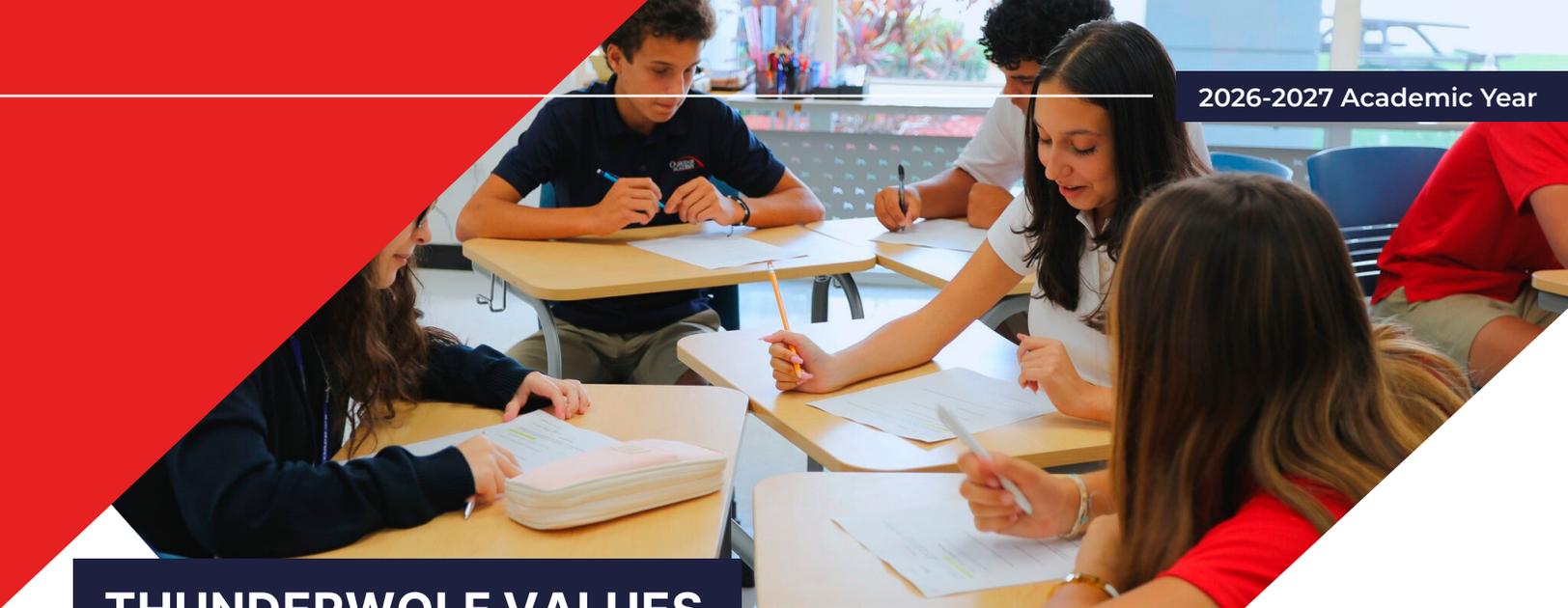
14

Average Class Size



9:1

Student:teacher Ratio

A photograph of several students sitting at desks in a classroom, focused on their work. A large red triangle is overlaid on the top-left corner of the image.

THUNDERWOLF VALUES



PURPOSE



AGILITY



CONFIDENCE



KINDNESS

POSITION SUMMARY & OBJECTIVE

The Upper School Assistant Dean supports the Dean of Students in overseeing all aspects of student life, accountability, and well-being of students. The US Assistant Dean will possess a comprehensive understanding of the Mission, Vision, Core Values, Student Handbook, and other school policies of Oxbridge Academy, ensuring the consistent application of these principles in performance, action, and self-conduct.

This position represents a key leadership role focused primarily on supporting students in Upper School, while contributing broadly to the student experience across Grades 6–12. The US Assistant Dean will help foster a culture of accountability, belonging, and personal growth, while serving as a trusted resource for students, families, and faculty. Particular emphasis will be placed on helping students navigate the increasing academic, social, and personal responsibilities associated with the later years of Upper School.

Working in close collaboration with the Dean of Students and the Assistant Dean and Grade 9 Class Advisor, this role helps ensure continuity of care, clear communication, and a cohesive student experience throughout a student's time at Oxbridge Academy. This position reports directly to the Dean of Students.

Department: Dean of Students

Contract Status: 10-Month

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CORE RESPONSIBILITIES

Student Accountability

- Promote high standards and expectations for academic performance, student leadership, personal integrity, and community responsibility.
- Oversee student conduct and maintain student discipline under the Dean of Students' direction, with particular focus on Grades 10–12.
- Assist with developing and implementing the Student Handbook.
- Address student infractions and maintain related correspondence with parents and other concerned parties.
- Exercise judgment in disciplining student behavior and school attendance.
- Keep the Dean of Students informed regarding student issues and campus life.
- Serve as a visible and accessible presence on campus during the academic day and at school events.
- Perform other duties as assigned by and in support of the Dean of Students.

Student Support and Development (Grade 10-12 Focus)

- Serve as an additional point of contact for students, families, and faculty regarding student well-being, behavioral expectations, and social development.
- Build meaningful relationships with students to support their personal growth, accountability, and sense of belonging.
- Support students as they navigate the increased independence and responsibilities associated with Upper School.
- Help identify and proactively address emerging student concerns.
- Support retention efforts by fostering strong relationships with students and families.
- Assist in evaluating and improving systems that support student well-being and accountability.
- Maintain accurate records related to student conduct and disciplinary outcomes.
- Perform other duties as assigned by and in support of the Dean of Students.



CORE RESPONSIBILITIES (CONT.)

Operational Support & Community Building

- Collaborate with faculty and administration to strengthen student engagement and school spirit.
- Assist with supervision at key school functions, including arrival, dismissal, lunch, assemblies, and special events.
- Contribute to the planning and execution of major student life programs and initiatives.
- Assist with the supervision of club activities and maintain accurate data on student participation.
- Assist with the supervision of the advisory program and collect feedback from students and advisors.
- Assist with the supervision of student government and class advisors in the performance of their duties.
- Assist with onboarding, orientation, and transition support for students entering and progressing through Upper School.
- Collaborate with the Dean of Students and Assistant Dean and Grade 9 Class Advisor to ensure continuity and consistency in student support across all grade levels.
- Assist with the Oxbridge Academy Bus Program.





LEAD with **KINDNESS**

ACT with **COURAGE**



QUALIFICATIONS & SKILLS

- Bachelor's degree in Education, Counseling, Psychology, or a related field (Master's degree preferred).
- 5+ years of experience in education and proven success as part of an administrative team
- High level of professionalism, discretion, and sound judgment in matters involving student well-being and family concerns.
- Proven ability to support academic transitions and collaborate on program planning.
- Exceptional communication skills with students, families, faculty, and staff.
- Demonstrated experience working with adolescents at the secondary school level.
- Strong collaborative skills, including the ability to work effectively with faculty, counselors, administrators, and student support teams.
- Excellent organizational and follow-through skills, with the capacity to manage multiple students, timelines, and responsibilities simultaneously.
- Dedicated to being a student advocate.
- Demonstrated success as a confident problem solver.
- Proven track record as a productive member of a robust team of educators.

HOW TO APPLY

Oxbridge Academy has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Human Resources Manager, Elizabeth Fox), a resume, and a list of at least three professional references consolidated as a single PDF document to Ashlyn Chillemi, Senior Recruiter, at ashlyn@dovetailedsourcing.com. Please do not contact the school directly.

Oxbridge Academy commits to being a community characterized by civility, respect, and trust; a school that fosters the virtues of discipline, perseverance, and responsibility. Oxbridge Academy is an equal opportunity employer, committed to diversity at all levels, and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability, or any other characteristic protected by law.



**3151 N Military Trl,
West Palm Beach, FL 33409**

Visit Oxbridge Academy's Website
www.oapb.org

WEST PALM BEACH, FLORIDA



Visit CityPlace: This lively shopping, dining, and entertainment district in the heart of downtown West Palm Beach features beautiful architecture, public art installations, and a mix of high-end boutiques, restaurants, and live events.

Explore Clematis Street: Known as the city's historic and cultural hub, Clematis Street offers a vibrant nightlife scene, trendy bars, local restaurants, and weekly events like Clematis by Night, featuring live music and food vendors.

Relax at Palm Beach: Just across the bridge, the upscale island of Palm Beach boasts pristine beaches, luxurious resorts, and the iconic Worth Avenue, a high-end shopping district lined with designer boutiques and charming cafés.

Discover the Norton Museum of Art: Home to an impressive collection of American, European, and Chinese art, this museum is a must-visit for art enthusiasts. It also features stunning outdoor sculpture gardens and rotating exhibitions.

Located on Florida's southeastern coast, West Palm Beach offers sunshine, waterfront views, and a vibrant cultural scene. With strong business opportunities, great dining, and outdoor recreation, from Clematis Street to The Square, it delivers an exceptional coastal lifestyle.