



# Morrystown Beard School

## MIDDLE SCHOOL DEAN OF STUDENTS

2026-2027 Academic Year

The Middle School Dean of Students is a full-time, 10-month position dedicated to supporting the social, emotional, and behavioral development of students in grades 6–8. Reporting to the Head of Middle School, the Dean works closely with faculty, students, and families to foster a positive, inclusive, and developmentally responsive school environment. The Dean plays a central role in shaping student experience, supporting student growth, and maintaining a strong sense of community within the Middle School.

### ABOUT MBS

Unwavering in its 130-year commitment to developing the potential of all students, Morrystown Beard School proudly seeks to harmonize academic rigor with moral and ethical development, guiding students towards a life of balance and authentic learning. An independent, coeducational day school, MBS serves students from more than 85 communities and nine counties in northern New Jersey. Students at MBS learn from expert, supportive teachers in classes that are small, welcoming, and challenging. Total school enrollment averages around 600 (Upper School~450 students; Middle School~150 students).

### The successful candidate will:

#### Student Life & Culture

- Support the social and emotional well-being of students in grades 6-8
- Foster a positive, inclusive, and respectful school culture
- Partner with the Middle School Counselor to design and implement grade-level programming that supports student development
- Develop and lead student leadership opportunities and initiatives in collaboration with the School Counselor and administration
- Oversee and support programming related to Academic Honesty in partnership with the School Counselor

#### Student Conduct & Discipline

- Oversee the Middle School discipline system
- Meet with students regarding behavioral concerns and support reflection and growth
- Manage and document disciplinary referrals, actions, and communications
- Monitor and oversee the detention system, including communication with faculty and advisors
- Ensure consistent implementation of school expectations and policies, including the Honor Code
- Communicate with families regarding student behavior in a clear, timely, and supportive manner

### RESPONSIBILITIES

- Maintain visibility and presence in the daily life of the Middle School community
- Collaborate with Middle School Administrators and Upper School Dean of Students (as needed)
- Teach two sections, maintaining a strong connection to students and classroom practice
- Engage in ongoing professional development related to student development and leadership

### SALARY RANGE

The expected salary range for this position is \$60,000-\$90,000, commensurate with experience. Applicants must be eligible to work in the United States.

## BENEFITS

Full-time MBS faculty and staff are eligible for a robust benefits package beginning on their first day of employment. Highlights of our benefits include:

- Comprehensive insurance plan (medical, dental, vision and prescription drug coverage) with generous employer contributions
- 403(b) retirement plan with employer contribution and immediate vesting
- Life insurance
- Short- and long-term disability insurance
- Employee Assistance Program (EAP)
- Tuition Remission
- Summer camp remission
- Lunch provided for all employees
- Pet insurance discount program

## HOW TO APPLY

Please submit your application electronically as a single PDF document. Your submission should be sent via email to [employment@mbs.net](mailto:employment@mbs.net) and include:

- A cover letter detailing your interest and qualifications
- A current résumé
- Candidates who are invited to the next stage of the selection process will be requested to provide 3-5 professional references (references will not be contacted without the candidate's permission)

## NON-DISCRIMINATORY STATEMENT

Morristown Beard School does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, gender expression, gender identity, mental or physical disability, sexual orientation, parental or marital status, or any other basis protected by federal, state, or local law, ordinance or regulation, in its educational program(s) or employment.

## Faculty Support & Collaboration

- Partner with advisors and Grade Level Teams to support student needs and address behavioral concerns
- Attend Grade Level Team meetings and contribute to student support discussions
- Provide guidance to faculty on classroom management and developmentally appropriate behavioral practices
- Design and facilitate faculty training sessions (e.g., recess, lunch, dismissal) on supervision and student support strategies
- Conduct workshops during faculty meetings and retreats focused on adolescent development and effective behavioral interventions

## Family Partnership

- Build strong relationships with families through open and proactive communication
- Collaborate with the Middle School Counselor and administration to offer parent educational opportunities on adolescent development, social-emotional learning, and student wellbeing
- Partner with families to support student growth and address concerns in a collaborative and constructive manner

## Program Leadership & Operations

- Coordinate and manage faculty duty assignments, including after-school student dismissal coverage
- Provide training and oversight to ensure effective supervision during non-classroom times
- Lead and support student assemblies focused on topics such as bullying, inclusion, and community expectations
- Annually review and update the Student/Parent Handbook in collaboration with Middle School leadership
- Participate actively in Middle School Administrative Team meetings and initiatives

## Requirements:

- Bachelor's degree required; Master's degree preferred.
- Significant middle school teaching experience required
- Demonstrated understanding of the social, emotional, and developmental needs of early adolescents
- Strong organizational, communication, and interpersonal skills
- Experience working collaboratively with faculty, students, and families
- Ability to manage complex situations with sound judgment, empathy, and consistency
- Commitment to fostering an inclusive and supportive school community