Position Available: DEAN OF STUDENTS

WHO WE ARE
Forest Ridge School of the Sacred Heart provides a diverse and rigorous college preparatory environment that inspires young women to become confident, compassionate leaders. As a member of a global network of more than 150 schools, we educate to the core of our 200-year tradition through the Sacred Heart Goals and Criteria: a personal and active faith in God, a deep respect for intellectual values, a social awareness that impels one to action, the building of community as a Christian value, and personal growth in an atmosphere of wise freedom.

Forest Ridge School of the Sacred Heart educates young women to think critically, embrace challenges, model resilience, confront injustice, seek equality and lead globally in the pioneering spirit of our foundress. Our graduates change the world.

THE ROLE
Reporting to the Assistant Head for Academics, the Dean of Students is responsible for establishing a structured, joyful, positive and spirited school culture rooted in the Goals and Criteria of Sacred Heart education. Working collaboratively with other school administrators, the Dean of Students helps foster a healthy school community by providing age-appropriate student life programming that enables students to grow in their own leadership and in their relationships with their peers. In addition, the Dean of Students is responsible for the design and effective implementation of the school's behavior management policies and procedures. A successful Dean of Students has a joyful presence, is passionate about supporting our students, is systems-oriented, adapts to change and cultivates productive relationships with all members of the school community, including faculty, staff, students and families. This position, which entails leadership, planning and guidance in your respective area, is considered a year-round, 12 month per year position.

DUTIES AND RESPONSIBILITIES
- Ensure consistent integration of the Goals and Criteria of Sacred Heart Education within the life of the school community.
- Work in collaboration with the School's leadership to advance the School's strategic framework, implementing initiatives that will ensure Forest Ridge students grow into competent, confident and courageous women.
- Oversee the student life program, collaborating with colleagues and student leaders to coordinate student life activities and events that support a joyful, positive and spirited school culture. Events include, but are not limited to: Spirit Week, Frosh Days, Congé, school dances, Prom and school assemblies.
- Develop and implement student leadership organizations.
- Collaborate with faculty and staff in the organization of clubs.
- Develop and implement student orientation programs designed to build a sense of community among the class, while educating them on the mission, culture, policies and norms of the school.
- Develop and refine attendance, discipline, and safety policies that promote a positive school culture, rooted in a commitment to personal growth in an atmosphere of wise freedom.
- Maintains discipline records. Compiles information from student referral incidents, categorizes and analyzes this information and uses the data to inform/refine existing policies/practices.
- Supports the faculty and staff in their responsibility to enforce the rules and regulations of student behavior as contained in the Student Handbook.
- Collaborates with the School Office Coordinator to track student attendance and address patterns of concern.
- Collaborates with the Director of School Operations to coordinate and manage the logistics of special events such as field trips, picture day, retreats, etc.
- Collaborate with School leadership to lead evening parent meetings.
- Support Community Minister with retreat and community service opportunities as necessary.
- Teach and/or coach as necessary.
CHALLENGES AND OPPORTUNITIES
The Dean of Students should be prepared to lead and work in effective collaboration with the Assistant
Head for Academics and other colleagues to:

• Shape a new and exciting, yet not fully defined position.
• Reinvigorate the student culture to inspire joy, pride and a sense of accountability that promotes
  healthy ownership of behavior and work.
• Build student life programming and a behavior management system that ensures consistency
  across grades 5-12, while also providing age-appropriate components for each division.
• Design and implement new processes to support students as they grow in the development of
  their own wise freedom.
• Serve as an integral member of a new school structure and administrative team.
• Balance innovation and tradition in a growing school.

KEY QUALIFICATIONS
The successful Dean of Students candidate will demonstrate the following qualities, characteristics, skills
and experiences:

• A mission-driven leader with experience in building and enhancing programs and initiatives that
  align clearly to a school’s mission and values.
• Demonstrated success as a steady, confident leader with the capacity to organize and motivate
  teams.
• Demonstrated success as a strategic thinker and master implementer, with a systems approach
  to improvement and change.
• A commitment to, and experience in building programs that align to best practices in girls’
  education.
• Multicultural competence with experience working effectively in a diverse school setting.
• High levels of emotional intelligence, excellent listening skills and the ability to navigate the
  complexities and ambiguities of leading.
• Superb communication skills, in writing, in front of groups, in relationships with others.
• A strong work ethic, with the capacity to invest full days, while also establishing, upholding and
  modeling appropriate boundaries and standards for others in the broader Forest Ridge
  community.
• Demonstrated ability to function as an autonomous leader, with excellent judgement as to when
  to include others in decisions and processes.
• A student-centered educator who finds energy and joy working with kids of all ages.
• An ability to bring joy and fun, while also holding others accountable to community expectations.
• Warmth, character, sound judgement, a commitment to confidentiality and a sense of humor.
• Ability to work effectively with all constituent groups - teachers, staff, parents, students and
  administrators.
• Creative and imaginative problem-solver.
• Bachelor’s Degree required.

SALARY/BENEFITS: Forest Ridge School of the Sacred Heart is committed to attracting and
retaining outstanding employees through competitive compensation.

APPLICATION PROCESS: Qualified applicants should email:
1. Cover Letter
2. Statement of Leadership Philosophy
3. CV/Resume
4. List of three professional references
To Forest Ridge School of the Sacred Heart at careers@forestridge.org. This position is
open until filled.

Forest Ridge School of the Sacred Heart does not discriminate in its employment decisions or practices
on the basis of gender, age, race, color, marital status, national and ethnic origin, sexual orientation or
any disability that can be reasonably accommodated in the administration of its educational policies and
school-administered programs.