Job Description: Dean of Students
Classification: Full-time, Salaried, Exempt (12 month)
Reports to: Assistant Head of School

Job Summary: The Dean of Students loves working with adolescent girls and has the ability to lead a vibrant, engaging, and forward-thinking student life program in collaboration with students, their parents, and faculty. The Dean of Students provides overall strategic leadership, program development, and day-to-day management of the Office of Student Life. The Dean of Students is responsible for overseeing all aspects of character education, discipline, restorative practices, the leadership program, clubs, and service learning. In addition, the Dean of Students works to insure the safety and supervision of students by overseeing attendance and permissions during the school day, in the evenings, and on weekends. Working in collaboration with the Dean of Residential Life, the goal is to provide a safe, inclusive, supportive, and structured, yet responsive home environment for all students. The Dean of Students reports to the Assistant Head of School and assists in implementing the advising program and setting the annual calendar. The Dean of Students also works closely with the Guidance Team, the Dean of Inclusive Excellence, the Diversity, Equity, Inclusion and Belonging committee, the School nurses, the Director of Student Support Services, and the Director of International Student Services to support individual students.

Key Responsibilities:

- Support individual students and families with compassion, care, and timely communication.
- Supervise the Office of Student Life including the Assistant to the Office of Student Life.
- Oversee character education and community standards, and work to strengthen the School’s culture and practices of inclusion through on-going diversity, equity, inclusion and belonging education and support for students.
  - Lead the Honor and Discipline process, the Code of Conduct, and Restorative Trust process.
- Collaborate with the Dean of Residential Life, the Residential Life Dorm Coordinator, dormitory leadership and faculty to provide a safe, inclusive, supportive, and structured residential environment for students. Assist the Assistant Head of School in overseeing the Advisory Program.
- Help develop and implement wellness/DEI/life skills curriculum in coordination with the Dean of Inclusive Excellence, the wellness faculty, the Student Health Care Team, and lead dorm parents.
- Working with the Dean of Inclusive Excellence, support faculty in their extra-curricular
work with students.

- Work in collaboration with the Chief Operating Officer and Campus Safety to implement safety and crisis protocols. Oversee attendance and permissions.
- Edit and publish the Student/Parent Handbook and provide ongoing character education and clear expectations for student conduct. Work with the Assistant Head of School and the Dean of Residential Life to plan, create, and provide clear communications about student life, calendar, supervision duties, and activities to all constituencies.
  - Work with Admissions and Advancement on communications, new family onboarding, retention, and special events.
- Oversee student leadership development, including working with Student Council and Honor Council, service learning, and clubs.
- Support student health and wellness by coordinating with the Nurses, the Director of Student Support Services (Counselor) and the Wellness Coordinator.

No job description can anticipate all responsibilities as such; there may be other assigned duties.

Qualifications:

- A bachelor’s degree. A Master’s degree in a related field is preferred
- Strong communication and interpersonal skills. Ability to build relationships with multiple constituencies and to further the School’s Diversity, Equity, and Inclusion goals
- A warm and approachable personality while being firm, consistent, predictable, and fair.
- Ability to convey clear, inspiring messages orally and in writing
- A demonstrated track record leading teams and planning programs, preferably in a boarding school environment.
- Strong organizational skills and the ability to successfully manage multiple projects and work under deadlines
- Ability to work independently and make decisions in accordance with established policies and regulations.
- Professionalism. A high degree of discretion and confidentiality must be held.

Other Qualifications:

All prospective employees must be able to clear a fingerprint and background check and TB screening.

Our community welcomes and celebrates the diverse histories, experiences, and identities of each of its members, and we believe that shared experiences - formal and informal - within a diverse community foster authentic human relationships and growth.

Foxcroft School strongly encourages the use of COVID-19 vaccines to safeguard the health of our students in a boarding school program, our employees, our families, visitors, and the community at large. To that end, effective January 11, 2022 Foxcroft School’s requests all new hires to be vaccinated against the COVID-19 virus before starting work on campus.

Physical Work Environment:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position an incumbent is required to regularly remain sedentary for long periods of time in meetings and while processing information and paper work both manually and on a computer.

The employee is required to stand; walk; use hands and arms to reach and hands to type and manipulate a computer keyboard and mouse. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Additionally, the incumbent must be able to converse in clear English both written and orally, over a telephone and in person. The employee is regularly required to listen, physically direct, and speak.

Occasionally, an incumbent may be required to lift up to 25 pounds, traverse uneven terrain and climb stairs while moving about campus, bend and stoop. Work hours may vary and include days, nights, and weekends. Employees may be required to drive a vehicle for student needs and/or on School business. The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur when the employee attends school functions such as assemblies, school dances, and other events.