Position: Dean of Students  
Status: Full-time, 12 months  
Start Date: August 2022

The Opportunity  
The Academy at Penguin Hall, an innovative college preparatory school for girls in grades 9-12, seeks a Dean of Students beginning in the 2022-23 academic year. The Dean of Students will create and support a high quality student life experience for all students. They will create and implement opportunities for co-curricular learning and student leadership, and serve as a primary student advocate by responding directly to student concerns and needs. They will also promote proactive retention activities and student engagement. The Dean collaborates regularly with the Head of School/Dean of Academics, Faculty, School Counselor, College Counselor, Athletic Director, Dorm Parent, and Admissions Office.

Our Ideal Candidate  
Our ideal candidate will be a flexible, innovative educator with deep understanding of and love for working with girls in grades 9-12. They will model a growth mindset and will foster the spirit of teamwork and rapport with students, advisors, parents, faculty and staff. They will demonstrate maturity, humility, professionalism, integrity, confidentiality and a strong work ethic. The Academy at Penguin Hall seeks and supports diversity in its faculty and staff, and seeks candidates who will contribute to anti-racism and anti-bias principles and practices in and out of the classroom.

Responsibilities  
- Ensure a high quality student life experience for all students by promoting the School’s core values and fostering a strong sense of community and spirit.
- Work with students, faculty and staff to cultivate the APH culture of kindness, authenticity and inclusion.
- In collaboration with Grade Level Leads, develop and implement programming for grade level meetings and events.
- Collaborate with the Student Support Team to support individual student needs.
- Coordinate a comprehensive advisory program and support faculty advisors.
- Oversee the student discipline system, including: (1) clearly articulating community expectations to students, families, faculty and staff; (2) managing all non-academic disciplinary matters, including determining and following through with consequences; and (3) creating and leading a student-led disciplinary committee.
- Oversee student attendance and address excessive absences or tardiness.
- Develop and execute programming for the House System.
- Plan and implement community building activities for all students.
Plan and implement new student orientation.
Coordinate the Student Leadership Council (APH Student Government); oversee the Council selection and programming.
Plan and lead Student Leadership Council retreats and grade-level retreats.
Provide vision and oversight for the APH clubs and activities program.
With input from the community, develop, refine, and implement school traditions.
Partner with the Admission Office to develop and host student recruitment events.
Periodically review policies and procedures given student and faculty feedback.
Coordinate annual update of APH Student Handbook.
Participate in the professional life of the school by attending meetings, serving on committees and carrying out other duties as directed.
Attend school functions which occasionally occur in the evenings and weekends (e.g., all-school functions, student life events, open houses, athletic events); daily on-campus hours are 8:00-5:00 p.m.

Preferred Qualifications
- Bachelor’s degree required; advanced degree preferred.
- At least 3-5 years experience working successfully with parents and families in support of the overall student experience.
- Proven leadership abilities with students, faculty/staff and families.
- Demonstrated track record of creating equitable and inclusive programming and environments.
- Outstanding interpersonal, communication, and organizational skills.
- Demonstrated ability to coordinate logistics and successfully execute events.
- Demonstrated skill using technology.

About The Academy at Penguin Hall
The Academy at Penguin Hall is a dynamic independent school for girls in grades 9-12 situated on a 50-acre campus in Wenham, MA, on the North Shore of Boston. With a mission of educating, enlightening and empowering young women to live and to lead exemplary lives, our college preparatory program fosters adventurous thinkers and compassionate leaders who embrace a culture of kindness and academic accomplishment. Our program is based on current research about how girls learn best, and moves students beyond a mastery of fundamental skills to the excitement of inquiry, iteration and reflection. Upon graduation, students have a clear understanding of who they are as learners, thinkers and individuals. In addition to competitive salary and benefits, faculty enjoy working in a collegial, growth-oriented, and joyful community. We seek faculty who will actively contribute to an equitable and inclusive learning environment where all can thrive academically, personally and professionally.

To apply, interested candidates should email a cover letter, résumé, and contact information for three references to employment@penguinhall.org.

We strongly encourage applications from people of color, LGBTQ educators, or educators from communities that are historically underrepresented in independent schools. We are committed to an inclusive school experience for all those who come to work at The Academy at Penguin Hall.
The Academy at Penguin Hall is an equal opportunity employer and does not discriminate against any applicants or employees on the basis of race, color, religion, sex, gender identity or expression, age, national origin, marital status, sexual orientation, genetics, pregnancy or pregnancy-related condition, veteran or active military status, physical or mental disability, or any other category protected by state, federal or local law.