



JOB DESCRIPTION

Position Title:	Dean of Students	Position Type: Full-time
Department:	Administration	Classification: Exempt
Reports To:	Associate Head of School	

Job Summary

The Dean of Students reports to the Associate Head of School and works closely with the Dean of Community and Wellness to ensure that students are supported at TMI to develop as healthy, happy individuals. The Dean of Students is responsible for guiding students in age appropriate ways to grow as human beings behaviorally, socially and emotionally. The position includes teaching one class in the candidate’s area of expertise/credentialing.

Essential Job Duties

1. Attend multiple school events on a weekly basis
2. Supervise lunch in partnership with daily faculty supervisors
3. Be present in the student parking lot before and after school.
4. Be present in classrooms at the request of a teacher or counselor in order to observe student behavior
5. Manage all student disciplinary issues
6. Responsible for all parent communication related to student discipline and Honor Council hearings
7. Partner with the Head of School’s office on appropriate Parent Education topics as they relate to student wellness and safety
8. Chair / Facilitate Student Support Group meetings
9. Attend all major student functions/events as discussed in advance with the Associate Head of School to include events such as Homecoming, Military Ball, Prom, etc.
10. Consult with the Admissions Team as requested
11. Create and manage the daily supervision schedule
12. Attends all Calendar meetings
13. Monitor and appropriately respond to all iCare app submissions
14. Review and update the Student/Parent Handbook prior to the beginning of each school year and coordinate with the Business Office to make sure policies are consistent with the Employee Guidebook.
15. Stay current on relevant developments in education as they relate to student support and wellness.

Characteristics of a Successful Dean of Students

1. A passion for mentoring youth

2. Strong organizational skills
3. Successful collaborator
4. Excellent communication and interpersonal skills
5. Background in workshop presentations
6. A sense of humor

Experience

1. Minimum of 3+ years of experience in a school setting, preferably in an independent, college preparatory, or similar school setting.
2. Experience with students in both middle and high school
3. Experience in a boarding school setting preferred

Education

1. A Bachelor's degree from an accredited college or university
2. A Master's Degree in Educational Administration or related field preferred

To Apply

Interested candidates should submit a cover letter, resume, statement of educational philosophy and two letters of reference. If the candidate has a blog or other professional social media account, they are encouraged to share that with the hiring committee. Please apply at: <https://www.tmi-sa.org/page/employment>