

Upper School Dean of Students

Job Title: Upper School Dean of Students
Department: Upper School
Reports to: Head of Upper School
FLSA Status: Exempt
PDS Status: Faculty, full-time, benefited

Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,880 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PDS is recognized as one of The Charlotte Observer's "Top Workplaces 2023", "Top Workplaces 2022", "Top Workplaces 2019", as well as, "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PDS is recognized as one of Greater Charlotte's 2018 and 2019 Healthiest Employers by the Charlotte Business Journal. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

This position is a full-time 12 month administrative position beginning August, 2023.

The Upper School Dean of Students will have a comprehensive understanding of the social-emotional needs of Upper School students. The Dean will work closely with the Upper School Head, Assistant Heads, Counselors, and Learning Specialists to create relationships with students that focus on their social and emotional growth and development and will assign disciplinary consequences when deemed necessary. Clear

and consistent communication with students, parents, and faculty is a critical component of this role. The Dean will play a leadership role in supervising student behavior and will work with the faculty to support students' needs while also upholding the code of conduct for Upper School students who face social and interpersonal challenges. The Dean plays a key role in student life through supporting clubs, attending athletic events and performing arts events, and facilitating new student transition to the Upper School.

Essential Duties and Responsibilities

- Enforce all standards regarding student behavior.
- Support student life by attending major student events, performances, and athletic events. Support class trips as a chaperone.
- Monitor student attendance including absences and tardies.
- Supervise students during break and lunch each day.
- Work with the US administration team in developing co-curricular programming for students.

Other Duties

- Teach 1 – 2 upper school classes
- Serve as an advisor
- Co-advise the Student Government Association and support the planning and implementation of all Homecoming Activities.
- Partner with Security team on student parking
- Support new student transition, assigning buddies to new students
- Interview prospective students and serve on the US Admissions committee.
- Regularly attend admin meetings (which may change over time, but likely include weekly US admin team meetings, weekly calendar committee meetings, monthly GLD meetings and monthly safety committee meetings).
- Work with US faculty, staff, and admin team to make revisions to US Student-Parent handbook each year and upload to website
- Support Upper School clubs. Plan and implement the SOS fair and club fair.
- Maintain the US Student Life google calendar.
- Maintain records of behavioral consequences including closed lunches, detentions, work details, and suspensions. Communicate with students, parents and admin regarding disciplinary actions.
- Maintain the US student activities budget.
- Meet regularly with grade-level teams (class dean, counselor, learning specialist) to update on students of concern. Lead the team of class deans.
- Communicate with Seniors and parents at the start of the school year regarding Senior Privileges; communicate with Juniors and Seniors and their parents prior to Prom.

Qualifications: A bachelor's degree is required; a master's degree is preferred. Three years or more of successful teaching experience and/or leadership experience is preferred. Candidates should have proficient technology skills and an ability to further the diversity, equity, and inclusion programming and other co-curricular programming. Candidates should have superb organizational and time management skills, excellent verbal and written communication skills, the ability to work effectively as a team member,

and be able to forge positive relationships with students, parents, and colleagues. Candidates should be able to demonstrate good judgment, a passion for teaching, and a commitment to personal integrity and social responsibility.

Salary and Benefits: Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA/CREF retirement and medical/dental coverage.

Application Process: Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

PDS.USDeanofStudents@providenceday.org

The position is open until filled. Providence Day School is an equal opportunity employer (EOE).