



Columbus Academy

Upper School Dean of Students

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a full-time Upper School Dean of Students to support students in grades 9-12 beginning in July 2021. The Upper School Dean of Students is a highly visible position and plays a critical role in leading a positive school culture. As a member of the upper school administrative team, the Dean is expected to have a pulse on the school community by collaborating with students and faculty in the different aspects of school life. Candidates for the position will have strong interpersonal skills and be able to set clear expectations for conduct by upholding and communicating Columbus Academy's values of respect, responsibility, honesty, compassion, fairness, moral courage and integrity. The Dean supports the daily operations of the Upper School – especially those pertaining to attendance, discipline and student activities – and leads programming for the advisory program. Moreover, a successful candidate will show interest in understanding adolescent development and promoting the well-being of all students while leading with an energy, sense of humor and warmth that cultivates a sense of belonging within the upper school community.

Qualifications (preferred candidates will possess the following qualifications):

- Bachelor's degree required, master's degree preferred
- At least three years of classroom teaching experience and two years of administrative or supervisory-related experience
- Excellent oral and written communication skills
- Ability to work independently and manage multiple responsibilities simultaneously
- Strong organizational and documentation skills
- Ability to manage sensitive and sometimes confidential information

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- Engage in setting positive tone and expectations of upper school student life and culture
- Oversee students' behavioral, academic and social development
- Support ongoing initiatives in diversity, equity and inclusion
- Administer and enforce school policies and disciplinary procedures while maintaining organized records

Position Expectations (continued):

- Serve as member of Discipline & Honor Committee (DHC)
- Work closely with school counselor and Assistant Head of Upper School on student issues of concern
- Serve on Child Support Team (CST) to strategize assistance for students and monitor changing needs
- Lead the upper school advisory program and advisory assignments
- Teach one class and oversee an advisory group
- Monitor and track student attendance
- Communicate with parents on matters of social, discipline and extracurricular events
- Oversee after-school detention assignments
- Act as resource to faculty and staff in regards to issues of student misconduct, classroom management and school culture
- Chaperone and support dances and other extracurricular events including overnight trips and gatherings
- Direct new-student orientation and freshman unity day activities
- Assist in planning and organizing opening-of-school schedules and events related to Commencement
- Collaborate with lower school admissions on senior-kindergarten buddy assignments
- Coordinate student representation at conferences and award events in Central Ohio
- Advise Student Council and assist with elections for class officers and DHC members
- Demonstrate a commitment to continuous professional growth
- Assume a share of supervisory responsibilities expected of all upper school faculty members
- Assist/support Head of Upper School and faculty as needed

Physical Conditions (candidates must be able to manage the following conditions):

- Classroom environment
- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- Periodic need to move light furniture, hang visuals, carry objects (no more than 40 pounds), etc.
- A non-smoking environment

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

To Apply: Interested candidates should send cover letter, resume and supporting materials to: Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or headofschool@columbusacademy.org.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.