



## Dean of Students Position

**Position Summary:** Chinquapin Preparatory School is seeking a Dean of Students for grades 6-12, starting July 1, 2024. The Dean of Students is a school leader that supervises, guides, supports, and participates in all aspects of the student life. This person is responsible for the regular and effective communication regarding student progress as well as needed support. The Dean also operationalizes any and all student-related events and serves as the Faculty Advisor for the Student Leadership Committee. The Dean of Students resides on campus, teaches academic courses as needed, and reports directly to the Head of School.

### Required Qualifications and Skills:

- Master's degree in educational leadership, curriculum and instruction, or a related field of study
- At least 5 years of classroom teaching experience

### Preferred Qualifications and Skills:

- Mission driven leadership skills
- Previous administrative experience in independent schools
- Developmental sensitivity and understanding of adolescence
- Expertise in student programming, supervision, student guidance, and parent relationships
- Philosophical commitment to educational excellence and innovation
- Creative problem solving
- Ability to operate with utmost discretion and handles sensitive and confidential situations with poise, tact, and diplomacy
- Capacity and ability to engage students and their families in a positive and meaningful manner
- Excellent communicator (writing, speaking, and listening) who works well in a fast-paced environment, and juggles multiple competing tasks
- Leads with a positive, creative, and solution-oriented temperament
- Has working knowledge of educational software, such as PowerSchool
- Availability to work after school hours and at special events as needed

### Role Description Details

- Cultivates a student-centered school climate
- Elevates and enhances systems and programs that promote holistic student development
- Regularly revisits the Student and Residence Life Handbooks and enforces and reinforces protocols and procedures in order to provide a safe and positive learning environment



- Coordinates and leads the faculty class anchors as well as programming for class meetings
- Coordinates and leads the faculty advisors as well as programming for advisories
- Creates regular communication for faculty and staff which includes opportunities and guidance for the classroom, advisory, special schedules and community engagement
- Partners with the Campus Safety Leader and other school leaders to coordinate emergency response protocol, drills, and communication
- Partners with the Head of School and the Director of Curriculum and Instruction to identify professional development needs and growth opportunities, oversees student policies, monitors instruction, promotes effective communication, maintains consistent presence and availability, and offers guidance in classroom management
- Helps update the Student Handbook annually, and also ensures that the Residence Life Handbook is aligned with the day time policies and procedures
- Partners with the Resident Life Director to ensure school policies and procedures are in effect within our boarding program
- Manages and organizes student academic support efforts to connect students with appropriate and available resources, such as tutoring and/or counseling
- Collaborates and coordinates with DCI on student courses and schedules
- Coordinates and communicates to students, faculty, and families about parent/family conferences
- Partners with the DCI to organize and communicate regarding progress reports, report cards, and other student evaluation systems
- Creates a communication pathway and system between faculty and families
- Manages student schedule anomalies, such as required courses, credit by exam, independent study courses, etc.
- Leads the Student Leadership Council and offers mission-aligned support and guidance
- Partners with the Special Projects Administrator to organize and coordinate student campus events, such as graduation ceremonies, awards ceremonies, and super chores
- Performs other duties as assigned by the Head of School

#### **Salary and Benefits:**

- Salary will be based on the candidate's qualifications and experience
- Meals (breakfast, lunch, and dinner) served in the dining hall when school is in session
- Appropriate deductions for and payments to FICA, Social Security, Medicare insurance, group medical insurance, life insurance and annuity, as applicable
- Automatic contribution of 5% of your salary to a 403(b) account
- Up to \$1200 for approved professional development (PD) courses and/or materials.
- Ten Sick Days (PTO) per school year
- Vacation Time

#### **About Chinquapin Preparatory School**



Chinquapin Preparatory School is a private college-preparatory school for 6th-12th grade students located 25 miles east of downtown Houston. Since 1969, Chinquapin has prepared motivated students from Houston's under-resourced communities and schools for college.

Our school's unique mission provides students with seven years of high-quality education through small class sizes and intense preparation. College acceptance is a graduation requirement, and our alumni have a remarkable record of college completion.

### **Our Mission**

To provide a high-quality college-preparatory education to Houston's most able and motivated students from historically excluded communities and schools across the city.

Through a rigorous curriculum and an emphasis on community service and earning what one receives, we aim to produce responsible, well-educated citizens who will become constructive leaders in their communities.

### **To Apply**

Please submit your résumé and letter of interest to Mily Pérez, Head of School at [jobs@chinquapin.org](mailto:jobs@chinquapin.org). Candidates who contribute to the cultural and ethnic diversity of the community are encouraged to apply. If you need a reasonable accommodation to complete this application or for the application process, please contact Mily Pérez at [jobs@chinquapin.org](mailto:jobs@chinquapin.org).