

## **Middle/Upper School Dean of Students**

Reporting to the MS/US Division Head, The Calverton School in Huntingtown, Maryland is seeking a full-time Dean of Students for the 2024 - 2025 school year. This individual will be responsible for developing, leading, and implementing student life experiences and overseeing student discipline for students in grades 6 through 12. The Dean of Students is an 11-month position.

### **Responsibilities & Essential Functions:**

- Oversees a systematic approach to discipline framed within the Philosophy of Honor, coordinating with the Middle School/Upper School Division Head and Head of School on violations of major school rules.
- Oversees day-to-day disciplinary issues, working closely with faculty and staff to ensure compliance with school policies. Responsible for communicating with students, parents, and pertinent faculty about student discipline incidents and consequences.
- Leads Honor Council for Middle and Upper School students, when needed, including training students and faculty as participants.
- Collaborates regularly with the school counselor, administrative team, and faculty to support student social/emotional needs and community building.
- Creates advisory curriculum, applicable to grades 6 through 12. Ensures implementation of curriculum for all students in Middle and Upper School.
- Creates leadership curriculum, applicable to grades 6 through 12. Collaborates with Lower School Head to ensure continuity of student experience with building character and leadership skills.
- Oversees Residential Program to include student programming, participating in Admissions process for residential students, and supervisory responsibilities for House Parents.
- Serves as faculty representative for at least one student organization such as Student Government or Model UN.
- May be required to teach one course.

### **Qualifications / Experience**

- A Bachelor's Degree, Master's Degree preferred
- Demonstrated leadership experience in a school setting
- A demonstrated passion for working with Middle and Upper School students and positively supporting students in their unique journeys through adolescence
- Demonstrated success in building relationships with parents
- A track record of working effectively and collaboratively with faculty and administrators

### **About The Calverton School:**

The Calverton School is an independent, co-ed day school with a small residential program in which 325 students aged 3 to Grade 12 partner with dedicated teachers on a beautiful 150-acre campus in Huntingtown, Maryland. Our southern Maryland location enables Calverton to attract a diverse student body from five counties to our learning community where students grow through a culture of respect, challenging yet well-rounded academics, and shared experiences. The Calverton School aims to instill in students intellectual curiosity, personal responsibility, and a strong work ethic to prepare them for higher education and citizenship in a democratic and global community.

Calverton seeks growth-minded professionals who will support our educational mission and values, who are committed to supporting the whole student, and who are excited to join and contribute to a small PreK-12<sup>th</sup> grade learning community. Calverton is committed to a diverse and inclusive community and seeks applications for all positions from candidates who will contribute to an environment in which all are valued and supported.

**To apply:**

Interested candidates should send cover letter, resume, and names of three professional references to Pam Brooks at [pbrooks@calvertonschool.org](mailto:pbrooks@calvertonschool.org).