

## **Middle School Dean of Student Life**

### **2021-2022 Job Description**

The Dean of Student Life is a key leader in the Middle School who promotes and develops a culture that embodies the tenets of the Liggett Approach to create engaging experiences that focus on connectivity, skill building, and student interest. The Dean of Student Life supports the ongoing commitment to building students who embody our institutional and divisional mission, and when needed, manages disciplinary matters and the organization, coordination, and supervision of student life activities and co-curricular programming.

The ideal candidate for this position possesses a passion for life in the middle. The Middle School Dean of Student Life reports to the Middle School Division Head and is a visible presence throughout the school community providing support and building relationships with students, faculty, staff and families. The Dean of Student Life works collaboratively with faculty and staff on issues related to student support, conduct and accountability. Balancing work as a student advocate with the responsibility for managing student conduct, the Dean of Student Life plays an integral role in growing and maintaining a healthy, positive school climate and culture.

Responsibilities of the Dean of Student Life include, but are not necessarily limited to:

- Work with the Head of Middle School and the Middle School Divisional Coordinator to ensure all student, faculty, parent, and administrative needs are addressed.
- A commitment to be the driving force, from a student perspective, that supports and grows our unique culture and transforms the Liggett Approach from idea to practice.
- Oversee student disciplinary issues fairly and equitably to meet the needs of the school and student as outlined in the Family Handbook and guided by the Liggett Approach and follow through with necessary correspondence and record keeping.
- Act as a grade level advisor and supervise grade 6-8 advisory programming, coordinating advisory activities with grade level leadership surrounding themes throughout the division.
- Collaborate with the Head of Middle School, program deans, and department chairs to provide instructional and curricular leadership to the divisional faculty and staff.

- Plan and oversee non-academic activities including athletics, outdoor education, field trips, student competitions, Student Led Clubs, House programming and other student life activities.
- Coordinate a positive and supportive student orientation process for new students.
- Act as a liaison to the school psychologist and Learning Support to discuss students of concern and partner in developing action plans for on-going academic and social-emotional support of all Middle School students.
- Assist in preparation and maintenance of divisional master calendar from a student life perspective.
- Develop and foster community connections that will enhance the educational experience of all students.
- Keep the division head fully informed on student issues and all other relevant matters pertaining to school life.
- Meet with prospective families and newly admitted families, speak at open houses and other such events throughout the year.
- Assist in monitoring and supervision of school facilities.
- Teach/coach as needed.

#### Desired Qualifications and Qualities

- Enthusiasm for middle school learners and their developmental needs.
- Ability to connect with students to develop healthy, supportive and responsive relationships.
- Strong interpersonal, organizational, written, and oral communication skills.
- Demonstrated ability to collaborate with others, while also being a self starter that employs efficient time management strategies.
- Willingness and availability to be present and engaged at extracurricular, co-curricular, and athletic events in afternoons, evenings, and on occasional weekends.
- Experience working with students of diverse backgrounds who possess a variety of abilities and interests.
- Knowledge of diversity, equity and inclusion practices and a commitment to ongoing growth and tangible advancement in this area.
- An innovative, forward thinking growth mindset and experience with inquiry-based learning focused on student interest, connectivity, skill building and other progressive educational best practices.

- Minimum of 3-5 years of experience in a school setting, preferably with students in middle school.
- A bachelor's degree or higher (masters degree preferred) with a demonstrated commitment to ongoing professional growth, particularly in regard to leadership.

## **About University Liggett School**

The oldest independent co-educational day school in Michigan, University Liggett School is among the preeminent PreK-12 institutions in the Midwest. Enrolling more than 600 students, University Liggett School offers a rigorous and innovative academic framework that allows students in every grade to find their passion and explore it in depth while developing creativity, critical thinking, teamwork and adaptability. This guiding philosophy is supported by a rich array of co-curricular programs and empowers students to drive their own academic experience, preparing graduates to flourish at some of the strongest colleges and universities in the country. Concentrated class sizes and challenging academics shape students, giving them a keen sense of self while simultaneously fostering lifelong appreciation for and an understanding of learning.

The mission of University Liggett School is to empower students to develop intellectual curiosity, leadership and confidence to contribute to a complex and changing world. We challenge students to excel and to achieve their highest potential. We create opportunities for discovery and achievement by developing a faculty who foster the strengths of each student through the Curriculum for Understanding. We teach and practice the values of respect and responsibility in an emotionally and physically safe environment.

### Contact Person

Qualified candidates should send a letter of interest, educational philosophy, and resume to Paul Rossi, incoming Assistant Head of School and Head of Middle School [prossi@uls.org](mailto:prossi@uls.org).

University Liggett School is committed to a culturally diverse faculty and student body. It is the policy of the school to ensure equal employment opportunity without discrimination, harassment, or retaliation on the basis of race, religion, color, national origin, disability, veteran status, military service, age, sex (including pregnancy, gender identity, and sexual orientation), genetic information,

height, weight, marital or familial status or any other status specifically protected by applicable federal or Michigan law. Candidates from groups traditionally underrepresented in independent schools are encouraged to apply.