

Upper School Dean of Students Job Description

The Upper School Dean of Students is a key leader in the life of the institution who promotes and develops an Upper School 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 Students is responsible for overseeing the Upper School's disciplinary program and the organization, coordination, and supervision of student activities, community service, and co-curricular programs.

- Work with the Head of Upper School and the administrative assistant to ensure all student, faculty, parent, and administrative needs are addressed
- Work with the Head of Upper School, Dean of Curriculum and Assessment, and Department Chairs/Coordinators to develop courses that focus on student interest, design the academic schedule, and provide professional development opportunities to faculty
- Oversee Class Deans to develop age-appropriate advisory programs that focus on the social and emotional growth of our students which include activities and discussions that focus on self-awareness, self-management, social awareness, diversity, equity and inclusion, relationship building, and responsible decision-making
- Oversee the Upper School disciplinary program to fairly and equitably to meet the needs of the school and student as outlined in the Family Handbook
- Meet regularly with Student Support Services to discuss students of concern and develop action plans for on-going academic and social-emotional support of all Upper School students
- Coordinate with school nurse and school psychologist to address any health issues
- Connect with parents to discuss questions or concerns regarding schedules, grades, disciplinary actions, attendance, student activities, the health and well-being of their child, and celebrations
- Meet with Student Council faculty advisors and student leaders to discuss fundraising, community service, school spirit programs, and student life activities.
- Prepare and manage the divisional calendar and annual schedule of student activities, speakers, and events
- Meet with prospective families and newly admitted families, speak at open houses and other such events throughout the year.
- Provide PR ideas for the External Affairs office
- Teach/coach as needed

Desired Qualifications and Qualities

An effective Dean of Students should have the following qualifications and qualities:

- Enthusiasm for upper 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.
- 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.
- Willingness and availability to be frequently present at extra-curricular, co-curricular, and athletic events during evenings and on weekends.
- An innovative, forward thinking lens on education.
- Minimum of 3-5 years of experience in a school setting, preferably with students in upper 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 640 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 them 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 Liggett Approach. 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 Shernaz Minwalla, incoming Assistant Head of School and Head of Upper School sminwalla@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.