

**UPPER SCHOOL DEAN OF STUDENT LIFE**  
**LOUISVILLE COLLEGIATE SCHOOL**

**REPORTS TO:**

Head of Upper School

**PRIMARY RESPONSIBILITIES:**

Working closely with the Head of Upper School (HOUS), the Dean of Student Life is responsible for overseeing student life in the Upper School including student activities, student discipline, and school culture development. A successful Dean of Student Life must be a strong problem solver who is both compassionate and firm, supportive and demanding, attentive to detail and broad in vision.

**REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:**

- An advanced degree in a content area or field related to educational leadership preferred
- Classroom experience and a demonstrated passion for working with upper school students
- An understanding of the developmental needs of upper school students
- The ability to relate well to all types of students and earn their respect
- Ability to integrate technology, use innovative curricula, and employ best pedagogical practices
- Flexibility, optimism, creativity, high expectations, compassion, and a growth mindset
- Enthusiastic involvement in the school community
- Proven positive working relationships with colleagues, students, and families
- Excellent communication skills, both written and oral
- Proven organizational skills
- Understanding of independent schools preferred
- Administrative experience working with parents and teachers is preferred

**ADDITIONAL RESPONSIBILITIES AS REQUIRED:**

- Teach two academic classes, depending upon the academic discipline and school needs
- Coach or lead extracurricular activities as agreed upon with Head of School and HOUS
- Establish a cooperative working relationship with colleagues and parents
- Foster good conduct by managing the upper school discipline system
- Counsel students when necessary, working closely with the Upper School Counselor
- Coordinate the Honor Board and Honor Board hearings, advise the Discipline Court, advise Student Senate, and train representatives for effective leadership
- Serve as coordinator of student elections
- With Student Senate, Grade Deans, Upper School Counselor, and HOUS, coordinate important student life events in the upper school (service opportunities, activity calendar, etc.)
- Maintain the upper school activity calendar
- Coordinate new student orientation each fall that includes retreats for freshmen and student leaders
- In association with the HOUS, communicate and enforce student classroom attendance policies
- Manage student activity restrictions due to poor academic performance
- Coordinate and lead student retention efforts in association with HOUS
- Assist new students with the transition to Collegiate through follow up meetings and conversations

- Oversee the operation of all clubs and student activities in the Upper School
- Oversee the upper school advisory program
- Serve as a member of upper school leadership team
- Support the school, its mission, and its leadership, and
- Perform other duties as assigned by the Head of Upper School and Head of School

*January 2022*