

MIDDLE SCHOOL DEAN OF STUDENT LIFE
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Head of Middle School

PRIMARY RESPONSIBILITIES:

Working closely with the Head of Middle School (HOMS), the Dean of Student Life oversees student life in the middle school, including student discipline, activities, and leadership development. A successful Dean of Student Life must be a strong problem solver, compassionate and firm, supportive and demanding, attentive to detail, and broad in vision.

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- Successful experience teaching at the Middle School level
- An advanced degree in a content area or field related to educational leadership preferred
- An understanding of the developmental needs of middle school students
- The ability to relate well to all types of students and earn their respect
- Proven positive working relationships with colleagues, students, and families
- Excellent communication skills, both written and oral
- Proven organizational skills
- Understanding of independent schools preferred

ADDITIONAL RESPONSIBILITIES AS REQUIRED:

- Teach 1-2 academic classes in the middle school, depending upon the academic discipline and school needs
- Serve as a member of the Middle School Leadership Team
- Serve as a member of the Middle School Student Response Team
- Coach or lead extra-curricular activities as agreed upon with the HOMS
- Establish a cooperative working relationship with colleagues and parents
- Work with HOMS to review and edit the student handbook yearly
- Foster good conduct by working with the HOMS to manage the middle school discipline system including helping to proctor detentions and coordinate student suspensions
- Counsel students when necessary, working closely with the Middle School Counselor
- Coordinate new student orientation
- Oversee the operation of all clubs and student activities in the Middle School
- Support the School, its mission, and its leadership
- Perform other duties as assigned by the Head of School