



## **Dean of Students Job Description**

Kirby School in Santa Cruz, an independent grade 6-12 school, is looking for a full-time, in person, Dean of Students. Kirby's commitment to diversity and inclusion is reflected in our hiring process; members from diverse communities are encouraged to apply including racial and ethnic minorities, veterans, people with disabilities and the LGBTQ community. This is a great opportunity for an individual with excellent experience and strong people skills to join a highly respected independent school. For information about our academic program, mission, and philosophy, please visit <https://kirby.org>.

### **Overview of position:**

The Dean of Students is a leadership position and reports to the Assistant Head for DEI & Student Life. The Dean of Students works with students, parents, and faculty to create a safe and nurturing environment for student learning. At Kirby School, we take a restorative, compassionate approach to student discipline

### **Desired qualifications:**

- At least three years of classroom experience or school based counseling/mental health experience
- Fluency in Spanish preferred
- Advanced degree in educational administration or a related field preferred
- A true enthusiasm for working with young people, and a desire to give them opportunities to be their best selves
- An effective collaborator with experience managing students in a variety of settings (classroom, clubs, field trips, overnights, etc.)
- Knowledge and understanding of restorative justice and restorative process in dealing with student behavioral management
- Sophisticated emotional intelligence and multicultural competency



- High levels of self-awareness and a calm demeanor to navigate the complexities and ambiguities of managing challenging situations
- Capacity to build strong relationships with students, families, and faculty
- A superb communicator, both in writing and in verbal communications
- Keen understanding of students' developmental needs across age levels
- A genuine interest in the personalities of Kirby students and a willingness to build relationships during unstructured times like lunch, clubs, and breaks

**Principal Responsibilities:**

- Tone setter for school culture, using the Mission Statement and Core Values as guiding principles. The Dean of Student approaches discipline matters with a focus on restoration and repair.
- Assists Assistant Head of Student Life and DEI with Student Council Cabinet
- Leads student orientation, including classroom visits to ensure that students perceive this role as a resource
- Reviews student Admission files annually to ensure faculty are prepared for any known behavioral management history concerns
  - Gives feedback to Admissions Director when student behavior does not match the Admissions profile
- Assists Admissions Office regarding potential or actual student retention issues
- Assists with Family Handbook annual policy updates each summer
- Reviews Advisory rosters each Fall, paying close attention to known social dynamics
- Initiates timely investigations when student harassment, discrimination, or assault complaints are issued
  - Make reports to child protective services and law enforcement when appropriate
  - May need to coordinate time outside of typical work hours to handle time sensitive situations and communications.
- Coaches faculty with classroom management when needed
- Trains new faculty on behavioral management process, including restorative practices



- Rolls out policy changes with faculty and students in faculty meetings and all school meetings
- Maintains thorough records of student behavioral management history, including parent communication, when relevant
- Oversees the Conduct section of the Kirby Portal and trains staff in Portal use
- Communicate clearly and in a timely fashion, both verbally and in writing, with students, parents and appropriate school staff regarding any disciplinary event or consequence
- Occasionally offers reminders of school rules at all school meeting
- Monitor student attendance and contact home to follow-up when absence is not cleared
- Consistent communication with the Counselor and Academic Dean to ensure comprehensive student support
- Oversee referral service assignment and supervision
- Plays a primary role in student supervision as well as training supervisors in how to deal with students in behavioral management situations
  - This includes student supervisors on staff as well as parent volunteers

Salary range is \$80,000-\$100,000, depending on experience and qualifications. Pay rate is competitive with CAIS norms. This position is Monday through Friday, full time, in person and includes health benefits.

Interested and qualified candidates should email our Assistant Head of School for DEI and Student Life, Ayesha Sumbal, at [DOShire@kirby.org](mailto:DOShire@kirby.org). Please attach a cover letter, current resume, and at least two letters of reference.