

HOLDERNESS

Dean of Students

Holderness School seeks a full-time Dean of Students to begin July 1, 2021. The Dean of Students reports directly to the Associate Head of School and works closely with the Administrative Team, instructional employees, students, and parents. The role of the Dean of Students is to create and cultivate a vision for the school that supports a healthy and caring community of learners.

Overview

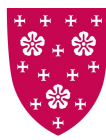
Located amid the lakes and mountains of central New Hampshire, Holderness School is a traditional co-ed independent secondary school, serving grades 9-12. Holderness strives to strike a balance in fostering the resources of the mind, body, and spirit: the mind through a challenging college preparatory curriculum; the body through outdoor activities and required interscholastic athletics; and the spirit through school and community service and affiliation with the Episcopal Church. Holderness remains by choice a small school where everybody plays an important role, and where students, faculty, and staff maintain close personal relationships.

Diversity, Equity, and Inclusion Mission Statement

Holderness School is committed to being a community that celebrates and supports diversity in its many forms because multiple perspectives and experiences are vital to educational excellence and strength in our community. Diversity refers to the human facets of race, ethnicity, national origin, religion, gender, sexual orientation, age, ability, and socioeconomic status. Holderness strives to create opportunities for cooperation, to broaden the educational experience of all students, and to enrich the lives of all community members.

Essential Duties and Responsibilities of the Dean of Students

- Develop and manage social policies, protocols, and practices that serve to support student development, learning, health, and safety.
- Collaborate and maintain oversight of the School Life Team (Director of the Office of Inclusion & Equity, School Counselor, Assistant Dean of Students, etc) and the Student Support Group
- Serve as the liaison to the Board of Trustees School Life Committee
- Oversee student leadership development and work closely with the Assistant Dean of Students (ADoS) to organize student leadership training and support; meet weekly with the elected top four student leaders.
- Promote high standards and expectations for student leadership, personal integrity, and community responsibility.
- Maintain and support a system of discipline and restorative practices, including reinforcing accountability, school culture, values, and participation.
- Address disciplinary, social, and honor infractions, as well as communicate the details of these cases to parents, faculty, and students where appropriate.
- Work closely with the Health Center staff, including the medical team and mental health team to support student health, safety, and well-being.
- Ensure the health and safety of students on campus as well as in residential programs.
- Champion leadership systems at the school in collaboration with the ADoS and senior leaders as well as with respect to the service leadership program connected to daily community responsibilities on campus.



HOLDERNESS

- Coordinate and lead student orientation programs on an annual basis.
- Coordinate and schedule special programs and events for attendance by the student body such as assemblies relevant to discipline, health and wellness, and safety initiatives.
- Collaborate & communicate changes and additions to the school's master calendar relevant to student life initiatives.
- Develop and implement the Student Handbook.
- Keep the Head of School and Associate Head of School informed regarding student issues and campus life.
- Coordinate and plan out (in collaboration with selected Deans) a slate of dynamic weekend activities over the course of the school year.
- Support the Dean of Faculty on the hiring team to interview prospective teachers, coaches, and advisors.

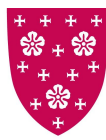
Qualification Requirements

- Bachelor's degree; advanced degree preferred
- 5+ years of experience in a boarding school environment, and proven success as part of an administrative team
- Demonstrated experience with diversity, equity, and inclusion; cultural competency and inclusivity in working with populations of diverse cultures and identities
- A sense of humor and optimism along with an unbridled faith in students' ability to learn and grow
- Knowledge of social-emotional competency areas and adolescent development
- Knowledge of sexual and relationship issues among teenagers, alcohol and other drug content and prevention strategies
- Outstanding organizational skills
- Excellent interpersonal, oral, and written communication skills
- Ability to think critically and solve problems, as well as handle multiple projects simultaneously
- Good judgment and ability to handle confidential/sensitive information with discretion
- Proven track record as an independent and goal-oriented team member
- Passionate about acting as a dorm parent and living on campus with students
- The Dean of Students will also teach a course and/or coach a season (typically as an assistant at the varsity level or leading a JV team)

The Process

If interested in this position, please send a resume with a cover letter and an educational philosophy statement to Paulette Ryan at pryan@holderness.org. No phone calls please. We prefer electronic attachments rather than paper. Review of applications will begin immediately and applications will be accepted until the position is filled. Interviews will begin in January.

Criminal background checks are performed on all new hires. Holderness School is an equal opportunity employer, and will not discriminate, or tolerate discrimination against any employee or applicant in any manner prohibited by law.



HOLDERNESS

Holderness Universal Employee Objectives:

All employees should act in support of the mission and strategic goals of the school. The mission is: **Holderness School fosters equally in each student the resources of the mind, body, and spirit in the creation of a caring community, inspiring all to work for the betterment of humankind and God's creation.**

Leadership at Holderness is each person's journey to best serve and empower others. It is expected that all employees of Holderness model leadership in their conduct and the performance of their jobs through the exhibition of four characteristics:

Initiative

Be a proactive and continuous learner: take opportunities to learn new skills and to extend one's education.

Strive to Continuously Improve: regularly looks for ways to improve practice.

Anticipate Challenges: be prepared to deal with difficulties and rise to challenges.

Empathy

Be a Role Model: colleagues should look at you as a positive model and a resource.

Actively Seek Feedback: gather feedback from peers, supervisors, and those you serve in order to improve your performance.

Collegial and Congenial: be respectful, supportive, and caring of those around you.

Dependability

Be a Consistent Achiever: Effectively and efficiently manage all areas of responsibilities.

Diligent: Be on time and meet deadlines.

Active Communicator: take the initiative to communicate important information to the appropriate people in a timely and professional manner.

Fairness

Be a Positive Force: seeks and recognizes strengths in others and provides specific and positive feedback to others.

Supportive and Preventative: supports others, works both individually and collectively to construct and maintain a safe environment.

Deal Directly: does not participate in gossip, either through listening or speaking. Gives direct feedback and communicates effectively with others.