



The Putney School

Assistant Dean of Students

The Putney School is a secondary boarding school in rural Vermont and a leader in progressive education. Everything we do here is part of the curriculum and a diverse faculty and staff are crucial to the success and continued relevance of our community. This position description is designed to outline primary duties, qualifications, and job scope, but not to limit the employee nor the school to only the work identified. It is our expectation that each employee will offer their services as necessary to ensure the success of our endeavors and will have the well-being of the school as a whole and of each individual student in mind at all times. The Assistant Dean of Students will be an integral part of a team responsible for planning, implementing, coordinating and evaluating the student life program at Putney. This position entails extensive work with students and teachers, as well as regular communication with parents.

Responsibilities

- Assist the Dean of Students with all operations of the Dean's Office
- Coordinate, manage and communicate student attendance issues
- Participate in the educational program in the form of teaching a class, coaching a sport, afternoon activity, or other comparable work
- Play a lead role in the development, coordination, and evaluation of the health curriculum
- Serve as a formal and informal student advisor
- Serve as a live-in dorm head
- Other duties as assigned

Required Skills

- A desire to work with teenagers of all backgrounds, displaying empathy and understanding while maintaining appropriate adult/student boundaries
- Proven effectiveness in work with underrepresented identity groups, and commitment to advancing a culture of equity and inclusion
- Strong oral and written communication skills, including tact, diplomacy, and discretion
- Ability to navigate emergent situations as both a leader and team member
- Capacity to lead projects and initiatives, and to collaborate with community members
- Ability to organize and efficiently manage data-driven and detail-oriented work tasks

Education and/or Experience

- Bachelor's degree
- Experience working with adolescents; boarding school experience preferred

Working Conditions

- Frequent exposure to noise and a regular flow of people around the office
- Frequently assigned changing priorities
- This is a live-in position with scheduled weekend and regular evening commitments

Please send your resume, a letter of interest, and names of two references to employment@putneyschool.org. Applications will be considered on a rolling basis and will be reviewed until the position is filled.