



Dean of Students Position Description

Position Summary

The Dean of Students is responsible for the residential life of the school, and as such for shaping much of the school culture. The Dean works with the Head of School, Academic Dean, Dean of Faculty and heads of the afternoon, work and evening programs to oversee and integrate the educational programs of the school. The Dean is a member of the Head's administrative team, and reports to the Head of School.

Putney is a leader in progressive education and is committed to the ideals of social justice. Our commitment to social justice work is embedded in our stated fundamental beliefs. Building a just and inclusive community is a shared responsibility, and Putney supports all its employees in developing this critical skill set.

Essential Responsibilities

Residential Life: Nurturing a healthy and vibrant student culture, in line with the school's Fundamental Beliefs. Responsible for student orientation, dorm policies and procedures, advising system, weekend events and duties, the student handbook. Works closely with student leaders.

Discipline: ensures that rules and expectations are understood and followed, convenes Standards Committee when needed, oversees attendance, maintains relevant student records.

Communication: Constant and extensive, with families, faculty and staff, and students.

Collaboration: Constant and extensive, with Dean of Faculty, Academic Dean and other adults on campus.

Additional Responsibilities

Administrator on duty rotation.

Supervisory Responsibilities

- Assistant Dean of Students
- Health Services and Counseling staff
- Faculty and staff in their roles as dormheads

Specific Job Skills

- A good working knowledge of progressive educational theory
- Useful understanding of adolescent development
- Experience of different cultures and an ability to help the Putney community become more culturally fluent
- Understanding of gender issues in adolescents
- Excellent writing skills
- Attention to detail
- Probity, discretion, compassion, and a sense of humor.

Education and/or Experience

Work with students in a residential setting; supervisory experience with adults

Working Conditions

This is a 12 month administrative job. Housing in a campus house is provided.