



NORTHWEST  
ACADEMY

**Dean of Students**

Position Title: Dean of Students  
Department: Administration  
Reports To: Head of High School or Head of Middle School  
FTE: 1.0

**POSITION SUMMARY:**

The Dean of Students is a member of the Leadership Team and is responsible for implementing restorative discipline practices and responding to issues of student well-being. The Dean of Students works closely with Division Heads; Dir. of Student Services; Counselor; Diversity, Equity and Inclusion Coordinator; and MS/HS Activity Coordinators to design and implement strategies for creating a healthy school climate that aligns with the school's values and current best practices. The Dean of Students ensures that the culture and activities of the Middle and High School support the Mission and Core Values of Northwest Academy, as well as the philosophy and values of the School and its respective departments and programs. The Dean of Students serves on the Program and Culture Advancement Team and the Student Services Team. The DOS work will constitute 80% of the employee's assignment; an additional 20% assignment will match the employee's background to additional needs of the school.

**ESSENTIAL RESPONSIBILITIES:**

- Establish relationships with students through presence at lunch, student workshops, and individual meetings;
- Observe and communicate with students during lunches, pickup/drop off, and other down times, especially where there are interpersonal socialization difficulties;
- Provide coaching and facilitate professional development opportunities for faculty regarding the use of restorative practices in the classroom and classroom management techniques;
- Communicate with the student body on specific instances relating to discipline, behavior, and our well being as a community that arise during the year;
- Work actively with school counselor to support the well-being and mental health of students;
- Attend student lunches when not in conflict with Division Meetings or PCAT, balancing time between HS and MS, and providing back up for EA's;
- Work with DEI Coordinator to integrate school wide inclusion goals into work with students;
- Work with Learning Lab teachers, Advisors, School Counselor, and Division Heads to create curriculum for behavioral guidance in support of a healthy community;
- Work with Activities Directors, Student Services Director, and School Counselor to plan social events that encourage unity and a sense of community;
- Develop a restorative approach for responding to student behavior;
- Handle all disciplinary issues with students in consultation with Division Heads and Head of School;
- Support HS students in effective use of study hall time;
- Develop an approach to help students utilize technology in ways that are appropriate;

- Communicate actively and clearly with student body and faculty regarding disciplinary policies;
- Assist and support staff and teachers in managing student behavior;
- Advise students as needed regarding citizenship, community presence, and positive relationships with teachers;
- Work with parents to resolve school related behavioral issues, and help families, upon request, with strategies for parenting adolescents;
- Attend weekly division meetings to discuss student progress;
- Assist Division Heads with matters of student behavioral and academic progress;
- Assist teachers, especially new faculty, in developing strategies for classroom management, especially with difficult students;
- Consult with Faculty Council on matters of student discipline as needed. Act as liaison between parents & teachers/faculty for disciplinary matters;
- Provide Heads and Faculty Council with reports, research, and other preliminary work in suspension and expulsion cases and assist in making expulsion decisions;
- Maintain current knowledge of best practices for school based discipline and share best practices with faculty.

#### GENERAL RESPONSIBILITIES:

- Support the work of the Head of School and administrative/leadership team;
- Support the mission, values, program, and goals of Northwest Academy and its respective divisions and programs;
- Help to maintain school policies, regulations, and expectations;
- Develop and maintain professional, collaborative, and collegial relationships;
- Exhibit a growth mindset about best practices and work toward professional goals and development;
- Actively participate in the school culture and community;
- Provide effective supervision of students to promote a safe and healthy environment and school experience.

#### QUALIFICATIONS:

- Earned Bachelor's Degree, or higher, from a regionally accredited institution of higher education—equivalent educational or professional experiences in the arts also will be considered where applicable;
- Demonstrated success as a classroom teacher and school leader;
- Demonstrated passion for and success working with young adolescent and adolescent students;
- Excellent verbal, written, and digital communication skills; ability to effectively communicate and work as a team with administrators, faculty, staff, parents, and students;
- Proficiency in and/or comfort with a Mac environment, as well as with Google Drive, Google Docs and Apps, word processing, database, electronic grading software, and other classroom and teaching technologies, including audio/visual equipment;
- The ability to create an effective professional environment and interact effectively with people from different cultures and experiences; ability to lead and work within cross-cultural environments;
- Demonstrated self starter using down time and unstructured time effectively;

- An awareness about difference and how it can expand practices and success; and
- An ability to learn from and build on varying cultural and community norms of staff, students, and families.

#### PREFERED QUALIFICATIONS:

- 10+ years of teaching experience, at the middle and high school level;
- Advanced degree in education or equivalent relevant field;
  - Demonstrated success working with young adolescent and adolescent students; and
  - Demonstrated success at developing educational and social-cultural opportunities for students.

#### WORKING CONDITIONS:

This is an 11-month administrative position August – June, with flexible on-campus requirements during the month of August. Administrative staff members are expected to be on-campus and actively involved in the school community during school hours throughout the academic year. There are some required commitments outside of regular school hours as needed, including evening and weekend commitments. As needed staff members are expected to travel to retreats, conferences and workshops, as well as, accompany students on various experiential activities throughout the year.

Northwest Academy staff recognize that participating in a professional community and contributing to the school's wellbeing is an important element of their relationship to our school. As a result, staff members are expected to take active roles in the school's professional and student culture in a variety of ways in addition to their essential responsibilities.

#### PHYSICAL DEMANDS:

Physical requirements are consistent with light physical duties required of teachers generally. The school is located in five buildings covering multiple blocks in downtown Portland, so teachers may have to move between buildings during five-minute passing periods or to attend meetings around campus. The school does not provide parking for all staff members, so metered street or lot parking might be required.

*Northwest Academy is an equal opportunity employer and is committed to welcoming and celebrating a diverse student and faculty population. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of the school that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's contribution and assistance in helping us maintain equal employment opportunity.*

#### HOW TO APPLY:

Please submit a resume and a cover letter explaining why you are interested in working at Northwest Academy—and why you are interested in this position—to [careers@nwacademy.org](mailto:careers@nwacademy.org). No phone calls please.