



Position Opening: Interim Dean of Students

Type: Full-time Faculty

Application Deadline: Until Filled

Start Date: ASAP

Maumee Valley Country Day School is seeking a compassionate, detail-oriented, self-starter to oversee all aspects of the Upper School student community. A good candidate has experience working with high school students, appreciates diversity and multiculturalism, is highly motivated and globally aware, is patient, takes initiative, builds strong relationships with both teenagers and adults, and exhibits strong interpersonal and leadership skills.

This position reports to the Head of Upper School and collaborates closely with the Faculty, Student Support Team, and the International Program Manager. As a full-time employee, the position offers all benefits afforded to full-time staff.

**Key Responsibilities and Duties:**

The Dean of Students works with the Middle School and Upper School division heads in carrying out the school's academic and restorative practice programs. As a professional educator, the Dean of Students understands and responds to the challenges presented by today's diverse student population. The Dean of Students provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement and personal and social development. As a member of the Student Support Team, the Dean of Students works collaboratively with the Division Heads, faculty, staff, students, and parents to build a positive school culture. In addition, the Dean of Students is experienced in working with culturally and economically diverse families and communities and demonstrates a commitment to strengthening community engagement within the school's diverse population.

- Lead restorative practice programming
  - Design, implement, and evaluate restorative practice programming throughout the school in an effort to build relationships and a positive school culture

- Apply restorative justice principles to resolve conflict, repair harm, and restore relationships between affected community members
- Develop and lead faculty and staff professional development in the effective use of the restorative practice framework
- Educate the school and parent community about restorative practices
- **Oversee student conduct in grades 6-12**
  - Integrate restorative practices to prevent and actively respond to disciplinary infractions and school policy violations
  - Lead and participate in the development of positive behavior support systems and intervention strategies that align with the restorative practice framework
  - Work in collaboration with students, faculty, staff, and parents to support students in meeting their educational needs and behavior expectations. Coordinate, facilitate and implement disciplinary intervention steps in collaboration with the appropriate division head
  - Develop, implement, and enforce student handbook policies
  - Maintain and interpret attendance data accurately. Contact students and parents to discuss attendance irregularities and implement disciplinary outcomes.
- **Coordinate and Direct Upper School Advisory program**
  - Develop and implement programming to build community and support the students' social/emotional development
  - Collaborate with faculty and the Student Support team to coordinate academic support for students
  - Assist advisors, faculty, and staff to mediate student concerns and conflicts
  - Coordinate new student orientation programs for all students
- **Attend and participate in various leadership team meetings, Student Support team meetings, and other staff meetings as needed.**
- **Supervise/coordinate student clubs and extracurricular programs**
  - Serve as an Advisor of the Student Council and chaperone student events
  - Develop student leadership growth opportunities
- **Assist with other work central to the mission of the School**

**Skills and Competencies:**

- Patience, collaboration, conflict resolution, problem-solving
- Outstanding organization and communications skills
- Strong interpersonal skills in relating well to students, staff, administration, parents, and the community
- Sensitivity in working with families, students, and staff from diverse cultures and backgrounds
- Maintain confidentiality of student records
- Effective stress management skills
- Strong communication skills
- Advanced mentoring skills
- Creativity

**Credentials:**

Must have or be willing and able to secure an [Ohio Permanent Non-Tax certificate](#) or Professional Teaching license. The school will support you in obtaining this once hired.

**Background check:**

All Maumee Valley employees and volunteers must agree to a comprehensive background check and confidentiality agreement.

**Equal Employment Opportunity**

We are dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race, color, religion, sex, national origin, age, ability, sexual orientation, gender identity or expression, military status, or veteran status, ancestry, or citizenship, in accordance with applicable laws. In addition, we comply with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits and training. We value a diverse workforce.

Any employee who believes they have been discriminated against may discuss this with their supervisor or the Head of School.

**HOW TO APPLY:**

1. Complete this 8-10 minute survey: <https://go.apply.ci/s/E2UrzEp33W>
2. Email your documents in PDF format to [hr@mvcds.org](mailto:hr@mvcds.org).
  - a. Documents needed:
    - i. [MVCDS Application](#)
    - ii. cover letter, resume
    - iii. three written professional letters of reference
    - iv. copy of college transcripts.
  - b. Please use the title of the position in the subject line of your email.

About MVCDS

At Maumee Valley Country Day School, children dream, explore, and cultivate their passions and strengths. Our faculty and staff do the same. We are more than a school and more than a group of people—we are a community of lifelong learners who inspire joy. As the only PK-12 independent school in northwest Ohio, we support an accomplished and diverse student body within a progressive academic program.

A Maumee Valley education is Personal, Experiential, and Global—it is a journey of discovery and of action that defines each child’s learning experience. Through an intentionally crafted curriculum including active lessons as well as serendipitous explorations, a Maumee Valley education launches children toward the investigation of the world and helps them find their place in it. With our students at the center of our decision-making, we aspire to seek understanding, grow in our compassion and empathy, and adapt to the ever-changing world our students will one day lead. Maumee Valley is grounded in our [Mission](#), [Vision](#), [Portrait of an MV Educator](#), [Portrait of an MV Graduate](#), and commitment to [Diversity, Equity, and Inclusion](#).

**We believe in collaboration, innovation, and the power of community.**