

Upper School Dean of Students

The Seven Hills School seeks a full-time Upper School Dean of Students beginning in the 2025-2026 school year. The Dean of Students reports to the Upper School Head and is an Upper School Administrative Team member. This 12-month position begins on July 1, 2025, and requires some evening and weekend work. The Dean oversees student life, fosters a positive and inclusive school culture, assists with the school's daily operations, and ensures alignment with community values through policies and practices.



Qualifications:

- Bachelor's degree in a teaching-related field or educational leadership with a preference for an advanced degree
- At least 4 years of faculty or school staff experience
- Commitment to [Seven Hills' Mission and Values](#).
- Strong problem-solving and interpersonal skills
- Expertise in relationship-building, trauma-informed practices, restorative practices, and classroom management
- Collaborative leadership style that supports innovation and growth
- Ability to analyze problems and present solutions effectively
- Excellent written and verbal skills

Responsibilities include:

School culture

- Cultivate a positive, student-centered school culture where all feel known, respected, and safe
- Proactively build relationships with students, families, faculty, and staff to engage in collaborative discussions regarding discipline, equity, dignity, integrity, school culture, and character
- Empower student leadership, including student government, clubs, and the student spirit organization (7-Up)
- Maintain a visible presence at school events including clubs, athletic events, assemblies, performances, dances
- Oversee the community-time schedule, vision, and agendas for all-school meetings and class meetings
- Assist counselors in refining and implementing advisory curricula and assist advisors
- Support school events held outside of regular school hours

Student support

- Collaborate with the Upper School Head, school counselors, director of learning support, and teachers to support students academically and emotionally.
- Partner with parents and staff to address student issues.

- Collaborate with the Director of Experiential Learning in helping students meet non-academic graduation requirements.

Administrative team

- Meet regularly with the Upper School Head and Upper School Administrative team to refine systems and policies
- Support professional development and new teacher orientation and mentorship
- Help plan events such as new student orientation/retreats, family nights, back-to-school nights
- Chair committees related to discipline, attendance, and student life
- Assist with revision and implementation of handbooks

Student Conduct

- Oversee the student conduct system
- Collaborate with the Upper School Head and disciplinary committee, using restorative practices, in response to violations of school policies, rules, expectations, attendance policies, etc.

Teaching

- Fulfill teaching responsibilities as assigned in the Upper School
- Serves as advisor or co-advisor

Candidates should apply by clicking [here](#). Complete applications should include a cover letter, resume, transcripts, and letters of recommendation.

The Seven Hills School is an equal opportunity employer dedicated to promoting all forms of diversity in the workplace and our student body. We strongly urge all qualified individuals to apply.