



## **MS/US Dean of Students**

Reporting to the MS/US Division Head, The Calverton School in Huntingtown, Maryland is seeking a full-time Dean of Students for the 2025 - 2026 school year. The school seeks a passionate, experienced educator to serve as dean of students. The dean of students is the primary advocate for students in the division and is responsible for all non-academic, student-related matters. This position will work collaboratively and in full partnership with the division head and advisors to design, refine, and nurture a student experience that meets the unique needs and opportunities of our students. The Dean of Students is an 11-month position.

### **Responsibilities & Essential Functions:**

- Demonstrate visible, active leadership in the daily life of the school, including during the daily routines of arrival, dismissal, lunch, and break times as well as at major divisional and school functions and events such as those that occur beyond the school day.
- Create and oversee student programming, including grade-level retreats, clubs, activities, and student leadership opportunities. Encourage student enthusiasm for, and sense of community in the school by generating student support for school activities and developing class programs.
- Oversee the student experience and foster a school climate that enhances community and student growth, fostering a caring, positive and engaging learning environment.
- Oversee a systematic approach to discipline framed within the Philosophy of Honor, coordinating with the Middle School/Upper School Division Head and Head of School on violations of major school rules.
- Oversee day-to-day disciplinary issues, working closely with faculty and staff to ensure compliance with school policies. Responsible for communicating with students, parents, and pertinent faculty about student discipline incidents and consequences.
- Lead Honor Council for Upper School students, when needed, including training students and faculty as participants.
- Collaborate regularly with the school counselor, administrative team, and faculty to support student social/emotional needs and community building.
- Create advisory curriculum, applicable to grades 6 through 12. Ensures implementation of curriculum for all students in Middle and Upper School.



- Create leadership curriculum, applicable to grades 6 through 12. Collaborates with Lower School Head to ensure continuity of student experience with building character and leadership skills. Nurture and coach student leaders.
- Collaborate with the division head on the production and distribution of the student handbook.
- Teach one course—either a full-year class or an elective offering.

### **Qualifications / Experience**

- A Bachelor's Degree, Master's Degree preferred
- Demonstrated leadership experience in a school setting
- A demonstrated passion for working with Middle and Upper School students and positively supporting students in their unique journeys through adolescence
- Demonstrated success in building relationships with parents
- A track record of working effectively and collaboratively with faculty and administrators

### **About The Calverton School:**

The Calverton School is an independent, co-ed day school with a small residential program in which 325 students age 3 to Grade 12 partner with dedicated teachers on a beautiful 150-acre campus in Huntingtown, Maryland. Our southern Maryland location enables Calverton to attract a diverse student body from five counties to our learning community where student grow through a culture of respect, challenging yet well-rounded academics, and shared experiences. The Calverton School aims to instill in students intellectual curiosity, personal responsibility, and a strong work ethic to prepare for higher education and citizenship in a democratic and global community.

Calverton seeks growth-minded professionals who will support our educational mission and values, who are committed to supporting the whole student, and who are excited to join and contribute to a small PreK-12<sup>th</sup> grade learning community. Calverton is committed to a diverse and inclusive community and seeks applications for all positions from candidates who will contribute to an environment in which all are valued and supported.

### **To apply:**

Interested candidates should send cover letter, resume, and names of three professional references to Alissa Lambert at [alambert@calvertonschool.org](mailto:alambert@calvertonschool.org)

