



Dean of Students and Culture

The Dean of Students and Culture position is a 12 month position beginning full-time on July 1, 2022.

Founded in 1995, St. Ignatius School is an accredited, independent, Jesuit middle school that provides a quality, Catholic, all-scholarship education to underserved boys and girls of all faiths. Located in the Hunts Point neighborhood of the South Bronx, St. Ignatius empowers students to become their best selves by creating a safe and nurturing community that fosters intellectual, spiritual, and social growth. We are committed to the success of our students not only in middle school, but also—with guidance, tutoring and financial support—through high school and beyond. Our vision is that our students excel through middle school, high school and college, and that they become role models and leaders-in-service within their communities.

St. Ignatius School seeks to add a Dean of Students and Culture to help elevate and expand the schools programming by working with the current leadership team that includes: Head of School, Head of Development, Director of Counseling and the Director of Academic Support.

Specific responsibilities include but are not limited to:

- Fully embrace SIS's mission, vision, and Jesuit values and promote them to students, staff, other faculty, parents, and members of the outside community
- Serve as primary lead for building staff, administrators, students and parents in working with students, creating a positive school climate, and helping students develop a positive sense of self. ● Develop and manage positive behavior and academic support systems using interventions that reflect our Jesuit, trauma-informed values.
- Support and partner with school personnel to ensure effective implementation of all behavioral support systems.
- Create and maintain partnerships with families to support student academic and personal growth. ● Put systems in place to monitor and support student growth and achievement; maintaining detailed records of all communications with students and families on academic progress and behavioral guidance.
- Develop and facilitate school-wide incentives, recognitions and awards; creating a culture that celebrates students who achieve academic growth and demonstrate our Jesuit values.
- Develop, manage, maintain, and track individual student support plans to support students in meeting individual student culture goals including rewards, attendance, and truancy.
- Participate on the Response to Intervention Team and in the IEP process by providing the academic and behavioral documentation necessary to determine appropriate next steps.
- Lead assigned professional development for teachers pertaining to student culture.

Safety and Security

- Provide a safe and positive learning environment by actively monitoring students in a variety of educational environments, develop school safety protocols, respond to emergency situations, and resolve immediate safety concerns.
- Devise, monitor, and manage all student supervision plans; provide student supervision for student

check-in, breakfast, lunch, dismissal and school-wide events.



Systems and Operations

- Ensuring SIS meets all goals and compliance requirements concerning student culture goals, family events, and attendance.
- Collect, enter, and manage student conduct data.
- Prepare and maintain accurate student records as required by the school, and submit such records for both internal and external compliance by established deadlines.
- Perform other duties as assigned by the Head of School

Requirements

- Bachelor's degree (Master's degree in an education field preferred but not required)
- Experience teaching middle school (experience in a Nativity model school is preferred but not required)
- Some administrative experience in an educational setting preferred but not required

Salary:

- Salary is commensurate with experience and includes Health Benefits and 403B Retirement Plan.

To Apply:

St. Ignatius School is an equal opportunity employer, and we welcome and encourage applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information.

St. Ignatius School is committed to a diverse and inclusive environment; we welcome a broad spectrum of candidates, and particularly invite applications from diverse backgrounds and life experiences (e.g. gender, ethnicity/race, and other individuals who are under- represented in the profession). Candidates who have worked with a diverse range of individuals and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests in their cover letter.

Submit by email a cover letter, résumé, and reference list to the Head of School, Richard Darrell at: rdarrell@sis-nativity.org

Apply no later than April 16, 2022. The position of Dean of Students and Culture will begin on July 1, 2021.