



## High School Dean of Student Life

Compass High School is seeking a Dean of Student Life to join our administrative team in August for the 2018-19 school year. Serving grades 8th through 12th grade, Compass specializes in the education of bright students with learning differences. Our school is truly a unique and rewarding place for administrators and teachers to work with students with special needs. Compass is a small school with a high level of cohesion among its faculty. Parents are highly involved and supportive.

### Job Summary:

Dean of Student Life: Responsible for planning, developing, facilitating, and evaluating the experience of student life at Compass, including but not limited to student academic performance, social development, school culture, student behavior, and co-curricular programming in order to support Compass students' academic success and personal development. The school's culture should continue to be positive, safe, and focused on high expectations for the academic and social development of Compass students. Oversee student discipline, coordinating communication with families and reporting of academic progress. Organize school events. Working closely with the Director of Curriculum, oversee the social-emotional and advisory programs. Oversee Homework Center, plan intersessions (2-3 times a year), plan relevant student events and assemblies, serve as Parent Liaison, oversee clubs (including Yearbook), and lead Student Council. Ideally, lead or oversee transition planning and college counseling.

**Reports to:** Direct Supervisor: Head of School

**Work Closely With:** Administrative Team (including Head of School, Director of Curriculum, Director of Admissions, Director of Operations and Technology, and the Director of Finance).

**Supervises:** Possibly supervise student therapists and learning specialist if training enables candidate to do so.

### Essential Functions:

1. Oversees overall student experience at school including helping to manage, communicate and advocate for individual student academic performance and social behavior.
2. Manages student discipline by counseling and disciplining students, communicating with faculty, administration, and families, and establishing behavioral plans.
3. Establishes structure and routines that are conducive to positive student relationships, e.g lunch activities, advisories, social activities, etc.
4. Coordinates with professionals both within Compass High School and outside the school, e.g. therapist, physicians, etc. to establish a consistent approach to working with students.
5. Participates in coordinating and communicating verbal and written reports of progress, e.g. report cards, transcripts, academic alerts and parent conferences.
6. Participates, with the faculty, in coordinating the assessment of students.
7. Serves in a leadership role for the school: participates in admissions and publicity activities, participates in accreditation activities, facilitates and attends meetings, participates in decision-making and hiring, etc.
8. Other duties as needed.

### Knowledge, Skill and Experience:

1. **Minimum Education Desired:** Master's degree in Education, Counseling, School Administration or similar field preferred.
2. **Minimum Experience Desired:** At least 5 years of experience working in a school setting with students, ideally with learning disabilities and in a high school setting



3. **Skills Required:**

- Excellent interpersonal skills when working with the students, family, faculty, and the public
- Working knowledge of learning disabilities and other impairments that affect learning and social functioning.
- Excellent writing skills. Competent computer skills.

Compass High School is a nonprofit independent school for students from diverse cultural and economic backgrounds who have learning differences. The mission of Compass High School is to provide a supportive, individualized program to help students develop their full academic potential. We focus on learning strategies, social competence, and self-advocacy to give students the knowledge and self-confidence they need to succeed. Compass High School is located in San Mateo.

Characteristics of Compass High School:

- Highly motivated students in grades 8-12
- A dedicated faculty who believes that all students learn differently and who vary their teaching style to meet individuals' needs
- Small classes (classes range from 4 to 10 students)
- Strong collaboration with families
- A school climate where all students are valued and nurtured
- A college preparatory curriculum augmented with our unique Essential Skills Program and electives in the arts, technology, and physical education

Compass High School was founded December 2012 and graduated its first class in 2016.

To apply, please email a cover letter and resume to [jobs@compasshigh.org](mailto:jobs@compasshigh.org). Please put "Dean of Student Life" in the subject of your email.

Or mail to:

Hiring Committee for Dean of Student Life

Compass High School

2040 Pioneer Court

San Mateo, CA 94403

For more information, visit [www.compasshigh.org](http://www.compasshigh.org)