Southern Teachers is helping Norfolk Collegiate School with its search for a Lower School Dean to assist with the division's day-to-day supervision and operation and ensure that the program supports the school's Mission and Philosophy. Reporting to the Head of the Lower School, the Dean attends monthly leadership meetings, helps to maintain a productive and positive atmosphere, and assists in monitoring of Extended Care Program.

The Dean supports the admissions team’s efforts to identify mission-appropriate students; assists the division head in hiring faculty; supervises student progress, conduct, extracurricular activities, and enrichment opportunities; and meets with students requiring immediate assistance with personal or social needs. The Dean supports students’ personal and social growth through lessons and assemblies that reinforce the Norfolk Collegiate's honor code, Lower School core values, and responsive classroom practices. He or she helps plan and lead weekly assemblies and collaborates with the Student Council Association's faculty sponsors to maintain a productive SCA by attending monthly meetings and planning monthly events.

The Dean meets with teachers, the Director of the Learning Resource Program, and the Lower School Counselor to discuss student progress and student conduct and attends parent conferences as needed. He or she assists in organizing assessments used to monitor student progress; oversees the use of SeeSaw from the School Administrator level and monitors it for accuracy and consistency; and participates in the review and evaluation of Lower School curriculum and instructional practices.

Located on two campuses, Norfolk Collegiate School is a coed day school serving approximately 600 students in grades prekindergarten through twelve. Norfolk Collegiate students become critical thinkers, doers, and explorers through innovative, engaging instruction in an inclusive and supportive learning community.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2022.