Southern Teachers is assisting Norfolk Collegiate School in its search for an Upper School Dean to support students in grades 9-12 in their personal, academic, and social-emotional growth. Reporting directly to the Head of Upper School, the Dean is a visible presence throughout the division and serves as a resource to students, teachers, advisors, and parents to solve problems and meet the needs of individual students while also providing timely feedback and establishing strong, collaborative relationships between school and family.

Balancing work as a student advocate with responsibility for managing student conduct, the Dean plays a key role in growing and maintaining a healthy, positive school climate and culture. The Dean will oversee the advisory program, all aspects of student life including student conduct, the school’s honor system, extracurricular activities, enrichment opportunities, and the student leadership development and training program. He or she will give special attention to managing the student conduct system, including serving as the first point of contact for matters of student discipline, assigning appropriate consequences, communicating with parents, maintaining necessary documentation, and keeping the Head of Upper School fully informed of all such matters. The Dean will coordinate freshman and new student orientations and freshman and sophomore class retreats; Upper School assemblies and end-of-year ceremonies, including graduation; and faculty coverage of study halls and other after-school events. The Dean collaborates with the Upper School counselor to support the development and implementation of programs that support character development and ethical decision making; the Athletic Director and Fine and Performing Arts Chair and Theater Director to support athletic and arts programs; and the faculty sponsors and student leaders of the Honor Council and Student Government Association. He or she makes recommendations to the Head of Upper School regarding the hiring, retention, and assignment of faculty and ensures that faculty and staff are familiar with and adhere to all school policies in all areas of school operation.

Ideal candidates will have excellent knowledge of adolescent development, experience working with students from diverse backgrounds with a range of abilities, and preferably an advanced degree. They will have exceptional interpersonal, organizational, time management, and written and oral communication skills and a demonstrated ability to collaborate with and support faculty.

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.