



SOUTHERN TEACHERS
A G E N C Y

Dean of Students, Boys (Grades 7-12)
The Altamont School
Birmingham, Alabama

altamontschool.org

Southern Teachers is assisting The Altamont School, as it seeks a Dean of Students for boys in grades seven through twelve. The Dean of Students reports directly to the Head of School and the division head and is responsible for overseeing all areas of student support for boys in these grades. He works closely with the Dean of Students for girls and with the Student Support Team and assists the Student Assistance Counselor in developing programs in the counseling department.

The Dean oversees student conduct, maintains student discipline, addresses social and academic infractions, follows through with correspondence and record keeping with all disciplinary issues, and promotes high standards and expectations for academic performance, student leadership, personal integrity, and community responsibility. He schedules parent/teacher conferences as related to extreme behavioral and academic issues; maintains records of academic performance; communicates with students, parents, teachers, advisors, and administration regarding student well-being; coordinates grade level meetings for faculty to monitor student progress; collaborates with the Student Support to provide academic support, student counseling, and testing; participates in Honor Court hearings and investigates potential infractions; and joins the division head in keeping the Head of School informed of all student issues. He coordinates with the counselor on advising, wellness, and counseling systems; ensures the health and safety of students on campus; helps coordinate new-student orientation; collaborates in amending the Student Handbook; and maintains a visible presence on campus, especially where students congregate, throughout the school day and at games, performances, and other extra-curricular events.

Candidates should have three-to-five years of experience in education and proven success as part of an administrative team, outstanding organizational and communication skills, demonstrated success as a confident problem-solver, a proven track record as an independent and goal-oriented team member, and dedication to serving as a student advocate. Candidates with advanced degrees in administration or counseling are preferred.

The Altamont School, a traditional college preparatory day school for students in grades five through twelve, is located on the crest of Red Mountain in a secluded residential neighborhood five minutes from downtown Birmingham. Altamont is a small family with socio-economic, ethnic, and religious diversity. It was established in 1975 through the merger of the Birmingham University School (BUS), founded in 1922, and the Brooke Hill School, founded in 1941 as the College Preparatory School for Girls.

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 2017.