Dean of Students Position Summary

The Dean of Students oversees all aspects of student life in the Upper School. The Dean of Students is responsible for implementing the affective curriculum, ensuring that students are provided with opportunities to learn and grow, to be their best selves, and to explore activities outside of the classroom. S/he sets the tone and maintains the positive student culture of the Upper School and upholds the School’s principles of community. The Dean of Students will be an experienced leader, a good listener, an empathetic problem-solver, and a clear communicator. KO is, above all else, a community, and the Dean of Students will interact with all constituencies (teachers, students and parents) on a daily basis.

Major responsibilities include:

- Oversee advisors and advising system
- Lead the Student Life Team (Director of Academic Skills, School Nurse, and Counselor) and create the action plans for students of concern
- Supervise and work collaboratively with Form Deans
- Work closely with the Head of the Upper School and Director of Academic Planning to ensure that student mental health and school climate issues are part of ongoing curricular conversations and decisions
- Enforce all rules, procedures and regulations involving students (including student safety)
- Communicate to community regarding tone and behavior as needed
- Oversee Citizenship Committee and disciplinary process
- Maintain calendar and approve student activities (ie Student Government, forms, clubs)
- Ensure appropriate supervision at school–student functions
- Organize and coordinate Orientations and New Student Programming
- Oversee the Maintenance of Student Records
- Perform and oversee duties of the Dean’s Office (i.e. attendance, detention)
- Teach 1 class, and additionally coach or advise

Kingswood Oxford is seeking our next Dean of Students at an exciting time in our School’s history, as we launch a new Strategic Plan. The Dean of Students will supervise the Upper School Form Deans, the US Counselor, and the US Administrative Coordinator. The Dean of Students is a member of the Upper School Leadership Team and reports directly to the Head of the Upper School.
Qualifications
Kingswood Oxford School is seeking:
- An experienced educational leader who values all facets of a student’s education, including athletics, the arts, and experiential learning.
- A teacher who believes in the potential of all students and maintains the school’s commitment to academic excellence.
- A collaborator who leverages the talent and insight of experienced administrators, faculty, and staff to benefit the School and its students.
- A disposition which embraces change and a proven capacity to lead groups through processes which reimagine, reinvent, and reframe practices and processes.
- A strategic thinker and an effective problem solver who can work with faculty, staff, students and parents using tact, flexibility, and compassion.
- A culturally competent and empathetic leader with a demonstrated commitment to diversity, inclusivity, and equity as important pillars of a community.
- An organized and technologically savvy person with exceptional written and oral communication skills, able to manage a busy division with many moving parts.
- Bachelor’s degree; master’s degree in subject area or educational leadership preferred.

Mission
Kingswood Oxford inspires students to excel and to lead lives of integrity and involvement by nourishing their talents in a community of teachers, friends, and families.

Core Values
- Demonstrate honesty, integrity, and respect
- Learn with passion and perseverance
- Embrace intellectual curiosity
- Care beyond self
- Take personal responsibility
- Work hard, take risks, become involved

Motto
Vincit Qui Se Vincit - “One Conquers By Conquering Oneself”

Strategic Vision Statement
Kingswood Oxford is a transformative day school that engages students in real-world and interdisciplinary learning opportunities by expanding the classroom beyond our campus and partnering with people and institutions in the Greater Hartford area. Our signature educational approach develops compassionate collaborators, ethical problem solvers, and active citizens who lead and serve in the wider community.
Our School
Located in West Hartford, Connecticut, Kingswood Oxford is a coeducational, independent day school for motivated students in grades 6-12. KO actively seeks to attract and welcome a diverse population of students, faculty, and staff, including differences in race, color, religion, nationality or ethnic origin, gender expression, gender identity, and sexual orientation. At KO we believe that a diversity of ideas and perspectives enriches our community and improves our understanding. We continually work to increase equity and access within our learning community and seek candidates who are similarly committed to this work. If you would like to join us in this work, we welcome your application.

Accredited by the New England Association of Schools & Colleges, KO values academic and co-curricular excellence and meaningful relationships with students and their families. KO’s enrollment in the 2019-2020 academic year is 513 students from 60-plus towns in Connecticut and western Massachusetts. Highly committed to diversity and inclusion, 30 percent of KO’s student population are students of color. KO also welcomes a small number of academically qualified students from other countries who reside with host families from the local community.

Kingswood Oxford’s story begins in 1909, with the opening of the all-girls Oxford School – one of Connecticut’s first independent day schools for girls. Meanwhile, a group of prominent Hartford families, looking to secure tutoring for their sons, recruited a former teacher from the Kingswood School in Bath, England, who established the Kingswood School here in Connecticut in 1916. In order to create a quality experience for students in a co-educational setting, the two schools merged in 1969 to form the present-day Kingswood Oxford School.

A KO education empowers students to become their best selves intellectually, socially, and emotionally by providing a rich and rigorous academic curriculum, competitive sports, and extra-curricular activities that inspire students to grow into their potential. Exceptional learning is based on strong relationships between the students and their teachers. At KO, students take ownership of their learning and are willing to take risks because they are supported every day by teachers who know them. This encouragement and steady guidance allow students to self-advocate, forge their own paths, and develop their own points of view. KO graduates are well-prepared for the challenges of college and go on to lead meaningful lives of integrity and involvement.

West Hartford, Connecticut
The Kingswood Oxford campus is located on 33 acres in the center of West Hartford, Connecticut – a thriving community known for its culture, entertainment, and family environment. West Hartford was named as one of the nation’s “Best Places to Live” by Money magazine. Located next to the state capital of Hartford, residents are able to enjoy all the benefits of the city, including restaurants, museums, nationally touring entertainers and a minor league baseball team. And the Money magazine article states, “West Hartford’s own attractions include a bustling downtown shopping district, restaurants and bars, hiking trails, and the majority of the 101-acre Elizabeth Park, known locally for its rose gardens.”