THE ROLE OF THE DEAN OF STUDENTS

The Dean of Students is appointed by the Head of School and is responsible to the Head of Upper School for the coordination of all student life activities of the school. As a member of the Head of School’s Council, the Dean of Students will work to strengthen the Catholic and Benedictine dimension in general and the educational and co-curricular environment of the school in particular.

DUTIES OF THE DEAN OF STUDENTS

- Reflect the Mission of Woodside Priory School to the members of the school community
- Oversee the supervision and performance of the Assistant Dean of Students, Registrar, Director of Campus Ministry, School Nurse, Upper School Advisors, and Class Moderators
- Oversee the Upper School Advisory program: provide weekly curriculum, and professional development for Advisors as needed
- Oversee the Global Education program
- Coordinate 9th grade and transfer orientation programs
- Supervise the Faculty Chair(s) of the Student Life Advisory Committee (SLAC)
- Enforce School Policies and all appropriate state laws, hold regular check-in meetings with School Resource Officers
- Coordinate the high school Associated Student Body (ASB) and teach the Student Government Class
- Coordinate all student activities and the operation of all social, cultural, and religious activities with assistance of the delegated moderators and directors
- Oversee Student Clubs and Student Club Faculty Moderators
- Ensure that the disciplinary regulations of the Parent/Student Handbook are followed by students, faculty, and staff
- Communicate disciplinary procedures and outcomes to relevant students and parents
- Prepare and update the Parent/Student Handbook, adhering to the mission, goals, and objectives of the Woodside Priory School
- In collaboration with the Head of Upper School and the Middle School Head, schedule student assemblies and coordinate educational field trips, retreats (with Director of Campus Ministry), Graduation, and class service opportunities (with Community Engagement Director)
- Communicate school schedule changes and coordinate Flex schedules
- Organize parent coffees: one per grade level per year, and summer coffees for incoming 9th grade parents
- Coordinate all emergency procedures and planning
- Serve as faculty evaluator for a group of teachers
- Coordinate and maintain student lockers and parking spaces
• Serve on the Head’s Council, Admissions Committee, and a member of the Counseling Team
• Oversee the Registrar in maintaining daily student attendance records
• Oversee the Assistant Dean of students in daily minor disciplinary infractions
• Submit an annual budget to the Head of School
• Other duties as assigned by the Head of School

The ideal candidate will have a bachelor’s degree (preference of a master’s degree or higher) and demonstrated success as a classroom teacher and/or administrator. The candidate must be an outstanding communicator and deep listener who appreciates diverse perspectives. The candidate should also possess strong collaboration and cross-cultural competency, and demonstrate a commitment to student wellbeing and balance, and to equity and inclusion.

About the School
Founded in 1957, Woodside Priory is a co-educational, college preparatory, Catholic school originally founded by Benedictine monks. A small boarding and day school by design, Priory currently serves approximately 375 students in grades 6-12. Of the student body, 20% of upper school students are boarding on campus with the student to staff ratio at 7:1. Priory is set on a scenic 60-acre campus only 35 miles from San Francisco and four miles from Stanford University. The Priory educational experience is centered around the Benedictine values of individuality, community, integrity, hospitality, and spirituality and is supported by a talented and dedicated faculty. Students have the opportunity to play 13 different sports and the school employs a “no cut” policy to encourage students to try new sports. Roughly, 62 faculty members teach a comprehensive curriculum offering over 20 AP courses with an average class size of 13 students.

Interested candidates should send a letter of interest, resume, and personal statement to Micah Morris, Assistant Head of Upper School, at mmorris@prioryca.org.