

Job Title: Dean of Student Services/Counselor

Reports To: Head of School

Summary

The Dean of Student Services for Briarwood Academy is responsible in helping oversee the day-to-day operations of all grades K-4 through 12 which includes providing academic growth (for students and faculty), and character development. All this shall be accomplished while following all policies set forth by the Head of School and Board of Trustees.

Duties and Responsibilities:

- Assist with the supervision of all faculty and staff support
- Conduct individual and group counseling with students in areas of educational, career, or personal needs.
- Design and lead workshops on study skills, stress management, anti-bullying, and other relevant topics.
- Assist with the accreditation process which includes both short and long-term strategic planning
- Conduct classroom walkthroughs/teacher evaluations and provide timely teacher feedback on instructional and classroom management best practices
- Maintain accurate and confidential student records which includes overseeing all aspects of grading (mid-terms, report cards, transcripts, etc.)
- Collaborates with the rest of the school's administration (Head of School, Assistant Head of School, Dean of Elementary Students, Registrar) to ensure consistency with the day-to-day operations of the school
- Help students process their problems and plan goals and action
- Mediate conflict between students and teachers
- Improve parent/teacher relationships
- Assist with college applications, jobs and scholarship
- Consults, facilitates, and maintains communication with parents, teachers, other administrators, and pertinent agents on specific student and parent academic and educational matters.
- Have a willingness to be an active member of the school community and regularly attend extracurricular events

Qualifications & Skills

- Masters degree in Educational Counseling, Leadership, or its equivalent
- Minimum of three years administrative experience preferred
- Needs to demonstrate strong organizational skills and have great attention to detail
- Strong management skills and work ethic
- Excellent written and oral communication skills
- Have the ability to relate to people of different ages, backgrounds, and be compassionate
- Have the ability to work both collaboratively and independently