

Dean of Girls

Cranbrook Kingswood Upper School is looking for a dynamic, growth-oriented individual to help us expand and evolve our programs, practices, and attitudes that address student life, school culture, educational growth and development, and the extracurricular needs of young women. Partnering closely with the Dean of Boys, the Dean of Girls works to insure consistency and coordination of school programs and promotes a healthy, inclusive, collaborative residential experience for our boarding girls. A school steeped in both tradition and creation, Cranbrook Kingswood Upper School is located on a beautiful 319-acre campus adorned with world renown art and architecture; it attracts global attention, students from around the world, and is an institution committed to celebrating its diverse student population.

The Dean, in collaboration with the faculty, promotes a tone of courtesy, respect and support on campus, supervises the girls' residential program and works in coordination with the head house adviser to implement programming and policy, oversee staffing, and create a sense of community in the dormitory. The Dean of Girls and the Dean of Boys also serve as a vital part of the Upper School Leadership Team, the Admissions Committee, the Student Concerns Committee, the Care Team, and co-chair the Conduct Review Board and Transgender Committee. In addition, both Deans work with nurses, counselors, faculty, advisers, and families to ensure that students receive appropriate support. Together they oversee the adviser/advisee program, revise the Student Handbook annually, plan and coordinate class activities and programs with class advisers, and work with the student leadership of school organizations and activities.

This residential position requires a Bachelor's Degree with a Master's Degree preferred. Five or more years of experience in counseling and/or administration in a school setting working with adolescents is optimal. A clear commitment to professional development in the areas of counseling and adolescent support, demonstrated through courses and workshops, is desired. A cursory knowledge of school law, Title IX and best practices for deans of students is beneficial. The candidate must be able to communicate effectively, both verbally and in writing, with students, parents, faculty, and administrators. The candidate will guide students, implement discipline, and problem-solve tactfully with all community members. The ability to maintain confidentiality is essential. Requires a valid driver's license with satisfactory driving record. Interested candidates should submit a personal vitae that includes a completed Employee Application, résumé, copies of undergraduate and graduate transcripts, statement of educational philosophy in relation to this position, and two or three letters of recommendation with contact information to: Cranbrook HR, P.O. Box 801, Bloomfield Hills, MI 48303, or fax (248) 645-3014, or email humanresources@cranbrook.edu. Our Employee Application can be downloaded from Cranbrook's Employment Page at www.cranbrook.edu.