

Dean of Students – Girls Middle School

As a member of the Middle School Administrative Team, the Dean of Students has the primary responsibility for implementing those parts of the school mission that address student conduct. In addition, this role promotes an effective learning environment through close working relationships with parents, students, faculty and staff. In collaboration with the Head, informs her of emerging issues that may impact individuals or groups of students, grade levels and school life in general. The Dean of Students also teaches two sections of Human Development class.

Responsibilities include: Manages student supervision issues and enforces school behavioral, performance and attendance expectations as set forth the student handbook. Counsels students and parents about school policies and determines and implements appropriate consequences for behavior choices. Assists and serves as a resource for faculty and parents in articulating and enforcing the schools' student behavioral expectations. Assists in developing and implementing programs to promote positive student behavior as well as intervention strategies. Assigns student lockers and combination locks and maintains a record of such. Adjunct member of all grade level teams and attends meetings as needed or requested. Attends a minimum of one interim trip as determined by the Head. Serves as a representative for the school to prospective parents, students, faculty and community. Other duties may be assigned.

Requirements: Masters Degree preferred in related field. Classroom teaching experience required, preferably at the middle level. Administrative experience strongly preferred.

With more than 1600 students, Cranbrook School is one of the largest and most multifaceted independent, PK-12th grade, day and boarding schools in the country. A commitment to innovation and design, coupled with an abiding love for aesthetics and education, inspired George Booth and Ellen Scripps Booth to found Cranbrook in 1904. Their vision created a 319-acre campus in the picturesque community of Bloomfield Hills, MI, located approximately 45 minutes north of Detroit, that is now a National Historic Landmark. Collectively known as the Cranbrook Educational Community, the campus is home to the four divisions of Cranbrook School, as well as the Institute of Science, the Cranbrook Academy of Art, the Cranbrook Art Museum, and the Cranbrook Center for Collections and Research.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014, or email humanresources@cranbrook.edu.