



The Pingry School Upper School Academic Dean

About Pingry

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from nearly 100 communities in New Jersey and New York. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve more than 1,100 dynamic students. Pingry students participate in an engaging and challenging academic program, complemented by extensive co- and extracurricular opportunities, thriving in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

Position Summary

The Upper School Academic Dean serves as the primary liaison among students, parents, teachers, advisors, Department Chairs, Academic Support Coordinator and Learning Specialist, Director of Diversity and Inclusion, and School Counselors with regards to academic concerns. The Upper School Academic Dean coordinates efforts to help each student pursue an appropriate course of study, supervises the scheduling team to establish a request-driven master schedule, monitors the academic progress of each student in Grades 9-12, and oversees the Upper School's course registration process. The Upper School Academic Dean is responsible for consultation with parents regarding academic concerns and support.

The ideal candidate will be a clear and confident communicator, possess a gentle touch, be able to see issues from multiple perspectives (e.g. student, parent, faculty member), have patience and flexibility, and enjoy working with a close-knit team. The Upper School Academic Dean reports to the Upper School Director, and is a 12-month position, which includes a two-course reduction.

Primary Responsibilities

- Oversee Upper School course registration process, serving as primary point of contact for parents, students, faculty, scheduler, and Registrar.
- Review grade reports, alert notices, report cards, and parent conference reports for each Upper School student.
- Monitor students' academic progress and follow up on students for whom there are academic concerns.
- Assign Academic Warning and Academic Probation status as needed; communicate proactively with parents about academic-related enrollment contract holds.
- Coordinate academic support for students with medical/other concerns.
- Oversee Form Review meeting process and conduct follow up with appropriate faculty and staff.
- Partner with Academic Support Coordinator & Learning Specialist to identify, support, and monitor students with learning profiles.
- Understand basic trends in college admissions and collaborate with Director of College Counseling to guide students and their families vis-à-vis the application process.

Basking Ridge Campus, Upper and Middle School
131 Martinsville Road, Basking Ridge, NJ 07920
phone 908-647-5555

Short Hills Campus, Lower School
50 Country Day Drive, Short Hills, NJ 07078
phone 973-379-4550



- Facilitate the Form II (Grade 8) to Form III (Grade 9) academic transition with input from the Form II Team Leader, Middle School Academic Dean, and Middle School Dean of Student Life.

Specific Responsibilities

Academic Achievement

- Work with Department Chairs to arrange placement tests, summer advancement approvals, and summer work.
- Serve on Upper School Student Support Committee, meeting regularly with Form Deans, Deans of Student Life, Academic Support Coordinator & Learning Specialist, school counselors, nurses, Director of Diversity and Inclusion, and Upper School Director to share and discuss students with academic concerns.
- Serve on Academic Committee and oversee implementation of academic policies (Late Policy, Incomplete Policy, etc).
- Coordinate peer tutoring assignments for students experiencing academic difficulty; refer appropriate students to school counselors or Academic Support Coordinator & Learning Specialist.
- Manage enrollment of Conference Period Study Hall.
- Coordinate grade changes.
- Coordinate final exam logistics with Department Chairs and Academic Support Coordinator & Learning Specialist.
- Work with Academic Support Coordinator & Learning Specialist to coordinate learning profile informings for faculty at the start of each semester.
- Coordinate the PSATs.

Course Registration/Scheduling Process

- Supervise Scheduler and Registrar in creation of master schedule.
- Review and approve changes to individual student schedules.
- Assist Registrar with monitoring fulfillment of graduation requirements.
- Serve as liaison between students, Department Chairs, teachers, advisors, college counselors, parents, and Upper School Director to resolve course conflicts.

Advisory Program

- Determine advisor assignments for Forms III-VI (Grades 9-12), in consultation with Form Deans and Upper School Student Support Team.
- Provide guidance to new faculty and co-advisors on academic policies and procedures.

Student Life

- Oversee Form VI Independent Senior Project (ISP) and serve on ISP Committee.
- Serve as point person for student applications to special academic programs and awards.
- Consult with Director of Global Education and Engagement to support students and families participating in semester programs and their transitions back to Pingry.
- Coordinate annual orientation programs for new students in conjunction with the Deans of Student Life, Form III Dean, and Director of Diversity and Inclusion.

Community Life

- Maintain a positive, collaborative relationship among Upper School faculty, staff, Deans of Student Life, Form Deans, Academic Support Coordinator & Learning Specialist, nurses, and school counselors.
- Promote a sense of community and respect in the Upper School.
- Develop and implement programs to promote character development, leadership skills and academic achievement for Upper School students.

Administrative

- Ensure academic records are properly maintained.
- Interview candidates for Upper School faculty and staff positions.
- Maintain Upper School Faculty Handbook and Advisor Handbook.

Other

- Engage in professional development related to areas of responsibility.
- Serve as a member of the Upper School Admission Committee.
- Attend and help to plan periodic events on evenings and weekends.
- Perform additional duties as requested by Upper School Director.

Interested candidates should send a cover letter and resume to [Ananya Chatterji](#), Upper School Director.