Middle School Dean of Students
Role & Responsibilities

The Pingry School seeks a dynamic educational leader who is passionate about the Middle School age group to serve as Middle School Dean of Students.

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 over 100 communities in the central New Jersey region and Pennsylvania. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve over 1,100 students, of whom 47% are people of color. Pingry students participate in an engaging and challenging academic program, complemented by extensive co-curricular opportunities, and live and study in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

Reporting to the Middle School Director, the Middle School Dean of Students is responsible for monitoring and enhancing the quality of student life in the Middle School including student focused events and student behavior. The Dean of Students helps to foster a positive, engaging and caring atmosphere, and a healthy Middle School community by providing programming and leadership opportunities that enable students to flourish. The Dean of Students proactively and effectively communicates with parents. The Dean of Students works closely with the school counselors, nurses, Director of Academic Services, and Grade Level Team Leaders in providing programming and restorative practices that embrace and teach the four pillars of our community: honor and character; intellectual engagement and rigor; diversity and inclusion; and stewardship and sustainability.

The responsibilities of the Middle School Dean of Students include:

Student Life

- Develop and implement ongoing student programming that is both fun and builds community.
- Communicate effectively and proactively with parents regarding upcoming student programming and events. Utilize the Communications Office and Big Blue Bulletin to share information and promote Middle School activities.
- Oversee Student Government advisors. Student Government advisors obtain approval from and collaborate with the Dean of Students regarding all Student Government planned events.
- Help plan and chaperone Middle School student events.
- Manage application process and oversee student-created clubs. Manage all standing organizations such as Yearbook, Chess Club, Math Club, etc., and student committees.
• Plan and maintain a Middle School Student Activities calendar shared with the entire Middle School and Pingry Administrators.
• Monitor student attendance and contact home to follow-up on extended absences.
• Act as the point person for students on a leave or with restricted attendance (i.e. partial days due to medical issues). Coordinate as needed with counselors, nurses, advisor, Middle School Academic Dean, and Director of Academic Services.
• Work collaboratively with school counselors and nurses to support student needs, referring potential counseling issues to the school counselors and medical issues to the nurses.
• Coordinate with the Director of Global Education on student travel experiences.

Advisory
• Oversee the advisory system, partnering with counselors, multicultural team and Grade Level Team Leaders.
• Coordinate the year schedule for advisory in each grade, creating year long themes and developmentally appropriate curriculum for advisory.
• Plan agendas for and run regular Grade Level Team Leader meetings.
• Support Grade Level Team Leaders to manage their advisory teams and respond appropriately to student issues.
• Generate candidates for advisor roles with the approval of the Middle School Director.

Discipline
• Implement a behavior management system that is grounded in the School’s Honor Code and restorative justice practices, and ensure that infractions are teachable moments.
• Oversee day-to-day disciplinary issues in the Middle School, working closely with faculty and staff to ensure compliance with school policies.
• Chair the Faculty Discipline Committee (FDC)
• Communicate clearly and in a timely fashion, both verbally and in writing, with students, parents and appropriate school staff regarding any disciplinary event or consequence.
• Oversee detentions, including the assignment of detention, recording of detention, issuing of detention assignments and follow-up meetings with students.
• Keep accurate records regarding disciplinary infractions and consequences.
• Review the student handbook each year to ensure accurate documentation and explanation of current school policies and practices relating to discipline.

Scheduling
• Work with the registrar, Middle School Academic Dean and the Middle School Office Coordinator to schedule students into classes.
● Review class rosters and student schedules paying close attention to group dynamics and any potential issues such as gender imbalance.
● Coordinate with the Director the scheduling of classroom assignments, co-curriculars and specials.
● Oversee the assignment of students to advisory groups organizing input from the Academic Dean, Grade Level Team Leaders, Chair of the Diversity and Inclusion Department, Middle School Director and counselors.
● Create special schedules in response to assemblies and events, ensuring coordination with the Upper School.

Projects
● Design and implement a Middle School Peer Leadership program in the upcoming years.

Additional Responsibilities
● Teach one section of a core subject.
● Advise 10 students.
● Serve as a member of the Middle School Admission Committee.
● Other duties as assigned.

The Middle School Dean of Students is a 12-month position.

To apply, please send resume, personal statement and cover letter to hiring@pingry.org.