



WHEELER

The Wheeler School, a co-ed, N-12 independent day school with city and farm campuses serving approximately 800 students in the Greater Providence and Greater Boston areas, is seeking a **full-time Upper School Dean of Students**. In collaboration with the Head of the Upper School, the Dean of Students is responsible for the leadership, tone-setting, and day-to-day operation of all aspects of student life, grades 9-12 with 370 students. This is a key member of the Upper School administrative team and works closely with grade deans and other administrators to ensure a positive culture and well-being among Wheeler students.

Ideal candidates for faculty and staff positions at Wheeler are people with a sense of humor, warmth, and humility. They are excellent communicators, with empathy for others and an ability to listen and respond with good intuition and with the help of colleagues. They are ambitious and hard-working, committed to supporting students by offering help and creating new opportunities. When developing curriculum and programming, our faculty and staff members are curious, striving each year to stretch and grow, to implement new ideas that improve the Wheeler experience. In the end, they love to spend their days with young people, and enjoy all that the Wheeler community - creative, energetic, dynamic, and diverse - has to offer.

Specific responsibilities include:

- **Leadership Responsibilities:**
 - Collaborate with Upper School divisional leadership including Division Head and the Dean of Teaching and Learning to lead the division in realizing the School's mission;
 - Shape and define Advising, Co-Curricular, and Disciplinary philosophy and practices as well as policies;
 - Define and lead the philosophical and practical agenda of the Upper School through regular team meetings with US administrative team, Class Deans, Program Planning committee, Director of Student Activities, and student leaders;
 - Create traditions and events to further School's commitment to community including Unity and Diversity week, grade-level retreats, Senior Free Inquiry Projects, Senior Week, and oversee and directly supervise Commencement planning and execution
- **Administrative Responsibilities:**
 - Serve as a member of the Upper School Administrative Team which meets twice during the eight day rotation to address both immediate concerns and long-term strategies;
 - Lead the Upper School CARES (student intervention) team;
 - Speak for the Division at public functions, and in cases where student concerns arise in the larger community or when the Division Head is absent;
 - Attend community events (dances, performances, significant sporting events, SICA potluck, Multicultural Showcase, etc.);
 - Develop programming for Community meetings (once per 8 day rotation) and collaborate with Director of Student Activities on planning robust morning assemblies;
 - Direct all co-curricular programs including Class Deans, advising, Peer Support, clubs and student organizations;
 - Design and implement student disciplinary process;
 - Maintain student-parent handbook;

- o Collaborate with faculty to develop student leadership;
- o Meet with the Parents' Association representatives to develop educational events for parents;
- **Management Responsibilities:**
 - o Oversee all aspects of the Advising Program;
 - o Teach a section of the Whole Life Seminar (WHLS), and partner with the WHLS coordinator on overall programming and logistics;
 - o Coordinate major student and family events such as Student Orientation, Grade-level Retreats, Student Leadership retreat, Junior Leadership retreat, Senior Week;
 - o Provide project management for all aspects of commencement, with support from other offices;
 - o Work with elected student leadership to identify student concerns and the means to address them.
 - o Oversee lunch duty
- **Teaching Responsibilities:**
 - o Teach one course each semester

Qualifications and experiences

Excellent candidates will have:

- Demonstrated informal or formal leadership experience with groups of colleagues and students;
- Excellent communication skills both orally and in writing;
- Demonstrated ability to connect with students and colleagues;
- Excellent follow through;
- Demonstrated cultural competence to ensure effective leadership, collaboration and support in an intentionally diverse community.

Interested candidates should email a resume and cover letter to the Head of the Upper School, Neeltje Henneman at neeltjehenneman@wheelerschool.org. Please cc careers@wheelerschool.org. Open until filled.

Statement on Diversity and Cultural Competency At Wheeler

We actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring. *The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.*

About The Wheeler School:

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students from throughout Greater Providence and Greater Boston. Wheeler's mission, "to learn our powers and be answerable for their use," is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler's campuses and grades, dedicated faculty and staff identify students' learning path and passions, challenging and supporting them in pursuit of academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.