



# BROOKLYN FRIENDS SCHOOL

## Middle School Dean of Students

The Middle School seeks a Dean of Students for grades 5-8. The Dean promotes a culture of equity, access, voice, and joy for young people in the Middle School at BFS and serves the primary purpose of supporting students' individual wellbeing as well as the collective student culture of the division. Central to the Dean's role and purpose is to be able to resolve conflict through restorative practices, a growth mindset, and in partnership with families. Together, and in close collaboration with the Head of Middle School, the Dean helps to develop student leaders, facilitate student teams that explore issues in the school (both student and community), and designs innovative ways for the student body to become independent, confident, respectful community-minded thinkers and changemakers.

### OVERVIEW

A thriving PreK-12 grade school located in vibrant Downtown Brooklyn, BFS is a community of eager-to-learn and engaged students and highly committed and talented colleagues (BFS uses the all-inclusive term, colleagues, to refer to all rather than one that delineates faculty/staff). Founded in 1867, Brooklyn Friends School's pillars of social justice, service learning/civic engagement, and Quakerism, serve as guideposts for our action-oriented collective work. Our [school's history](#) has been illustrious and reflective of the expansive nature of human experiences. Guided by our [mission](#), BFS provides a dynamic, diverse, and robust social/emotional environment and academic program that cultivates compassionate, intellectually curious, and confident changemakers. As a school, we affirm that human diversity includes, but is not limited to: race, ethnicity, culture, national origin, religion, gender, gender identity and expression, sexual orientation, age, socioeconomic class, family structure and physical ability, as well as diversity of thought, talents, and learning style.

[This short video](#) gives you a glimpse into our contemporary experience.

### THE POSITION

The ideal candidate will have the skills and mindsets to be a leader in strategic planning for the division and be able to lead, manage, and shape change in areas including behavior policies, equity and inclusion, advisory, and social-emotional learning. The Dean reports directly to the Head of Middle School and works closely with the Assistant Head of Middle School and advisors to ensure consistency of policy and mission across all aspects of the division. The Dean's responsibilities also include coordinating and facilitating grade-level retreats and orientations, assisting faculty in finding meaningful ways to engage with students, and minding the health and well-being of students at BFS. This role entails a 10-month employment agreement with the expectation of 2-3 weeks of summer work as assigned by the Head of Middle School.

### Responsibilities include:

- Collaborate with the Head of Middle School to address social, emotional, and academic needs of students.
- Lead Middle School Student Council and help facilitate clubs and affinity groups.
- Ensure all student-based programming and community events for students are well-organized and in alignment with our values, mission, and identity as a socially conscious and responsible Quaker school.

- Work with the Head of Middle School to add/revise/implement campus protocols and policies and edit parent-student handbooks.
- Partner with the Assistant Head of Middle School to help facilitate the advisory program for student academic and emotional wellbeing.
- Collaborate to ensure entry, academic, and exit programs best support students and families. This includes but is not limited to working with Enrollment Management; ensuring the smooth transition of students from middle to upper school; collaborating with the Assistant Head of Middle School to ensure students are academically informed and appropriately placed; and complete administrative recommendations for high school applications.
- Serve as the hub for individual communication, support, and success by assembling the appropriate support teams to ensure the success of all students within their grade.
- Be an active member of the Deans Team, including but not limited to collaborating with the Upper School Dean of Students to ensure continuity of programming, student support, and relationship-building.
- Maintain collaborative relationships with, but not limited to, the offices of: Equity, Inclusion, and Belonging; Learning Support; Enrollment; Service Learning and Civic Engagement; Athletics; and Extended Day Programming.
- Implement and manage an effective student attendance accountability and attendance intervention system.
- Facilitate student scheduling coordination, student leadership and activities coordination, and instructional programs support.
- Serve as an integral and central member of the Middle School Student Support Team which includes learning specialists, the School Counselor, nurses, and Head of Middle School.
- Assume a leading role in monitoring and improving student conduct on campus and in the neighborhood; which includes but is not limited to facilitating out-to-lunch procedures and guidelines.
- Responsible for Fall Student Orientation, Fall and Spring Dances, Middle School Moving Up Ceremony, and other annual events.
- Create and facilitate fun and engaging traditions for students.
- Oversee course planning and registration in collaboration with the Assistant Head of Middle School.
- Communicate with families, students and faculty regarding student social-emotional care, social issues, wellness, field studies and other trips as needed, and ensure the Head of Middle School is appropriately informed of all student concerns, needs, and successes.
- Maintain organized student records to track performance, student support, behavioral patterns, and communication with families; which includes creating and monitoring the system for interim reporting and student support communication protocols between school and home.
- Actively monitor hallways and common areas during free periods and after school and is responsible for enlisting students to help maintain the cleanliness and organization of the campus.
- Attend and lead relevant Middle School Parent & Family events such as Coffee Hours, Connect & Talks, grade-level, and division-wide student-centered sessions.
- Perform other duties as assigned by the Head of Middle School.

**We are seeking candidates who:**

- See themselves and have experience as teacher-leaders, members of a strong team, self-starters, and highly organized.
- Are passionate about project-based, student-centered, and culturally-responsive pedagogy.
- Have experience with or an interest in helping a student body become independent, community-minded thinkers and changemakers.
- Understand discipline as a personalized process that always engages listening, discussion, understanding, and mutual reflection before action, i.e., as an ongoing praxis.
- Are interested in the collaborative work of faculty, including curriculum planning.

- Have a respectful sense of humor and a respect and love of the life of schools and young people.

#### **HOW TO APPLY**

Please submit an updated CV, cover letter describing your interest and experience, a one page, single-spaced student support philosophy or values statement, and three references with contact information. **Send application materials to [hr@brooklynfriends.org](mailto:hr@brooklynfriends.org).** Please ensure **MIDDLE SCHOOL DEAN** is written in the subject line.