

## **Student Advisor—Lower School (Building-Level Assistant Administrator)**

### **Primary Functions**

The Student Advisor- Lower School (Grades K-2) is responsible for all processes and procedures as it relates to student behavior and culture. Additionally, the Student Advisor will serve as a member of the administrative team and will be responsible for completing teacher evaluations following Delaware Department of Education guidelines (DPAS II).

### **Qualifications**

Master's degree in Educational Leadership (preferred) or coursework for Master's Degree in progress

At least three years of teaching experience, preferably at primary/elementary level

Demonstrated organizational, communication and interpersonal skills

### **Job Duties will include (but not limited to):**

- Establish rules, routines and procedures that will support an excellent school and student culture
- Implement behavior tracking systems
- Enforce the school code of conduct, discipline, uniform and attendance policies
- Schedule and attend all student, parent and teacher meetings as it relates to student behavior
- Work collaboratively with guidance counselors as it relates to student behavior
- Recognize exemplary student behavior and leadership
- Facilitate non-violent conflict resolution
- Serve as building administrator in the absence of the building Dean
- Conduct DPAS II teacher evaluations following all DOE guidelines
- Assists in creating student activities around PBS, Responsive Classroom, and Accelerated Reader initiatives
- All duties as deemed appropriate by the Headmaster

The Dean is a 10-month position.