

Student Advisor—Upper School (Building-Level Assistant Administrator)

Primary Functions

The Student Advisor- Lower School (Grades 3-6) 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 elementary/middle 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, Advisory, and Accelerated Reader initiatives
- All duties as deemed appropriate by the Headmaster

The Dean is a 10-month position.