

DEAN OF STUDENTS
St. Johnsbury Academy
Position Description

The mission and proud tradition of St. Johnsbury Academy is to challenge our rising generation to become deep thinkers, bold creators, and responsible, compassionate members of society—always learning and believing in their readiness and capacity to face the world and make it better.

JOB TITLE: Dean of Students

DATE: 2026-2027

FLSA STATUS: Exempt

SALARY RANGE: \$75,000-\$100,000

DEPARTMENT: Academics and Student Life

REPORTS TO: Assistant Head for Academic & Student Life, Associate Headmaster, Headmaster, and Headmaster's Executive Secretary

POSITION SUMMARY:

The Dean of Students will partner with the Assistant Head for Academics and Student Life, the Associate Headmaster, and the Headmaster to ensure that the school's educational programs, policies, and practices are coherent, strong, and aligned with its mission and values. The individual in this role will supervise Academy Student Life programs, Class Deans, Advisors, and extracurriculars; partner with Dean of Academics to integrate curriculum and programs that serve the school; and with the Dean of Faculty to support faculty, staff, and administrators in their work to promote connection, community, belonging, and student growth and development. The Dean of Students will support the work of the Headmaster in helping to conceive, plan, and implement a data-and research-informed, mission-driven vision for Academy Student Life.

Role of the Dean of Students

The Dean of Students is a highly visible and trusted leader within the St. Johnsbury Academy community and serves as a passionate advocate for students. Reporting to the Assistant Head for

Academic and Student Life, the Dean oversees non-academic, student-centered matters that are essential to student growth, safety, and well-being.

The Dean of Students:

- Supports and communicates compellingly to all constituencies (students, faculty, staff, families) the standards and values of the St. Johnsbury Academy community.
- Collaborates with faculty, counselors, administrators, students, and families to ensure clear expectations and consistent, equitable responses to student behavior.
- Partners with Senior Leadership to conceive and develop programming and initiatives related to student health, development, leadership and learning that will support the mission of the Academy.
- Leads the student disciplinary process with transparency, compassion, and fairness, emphasizing accountability and learning rather than punishment.
- Coordinates closely with health, wellness, residential life, and facilities teams to support student safety, mental health, and crisis response.
- Oversees advisory programming and supervises Class Deans in partnership with the Assistant Head for Academic and Student Life.
- Serves on the Student Support Team and Crisis Response Team, helping to plan and implement safety protocols and campus-wide training.
- Maintains strong relationships with students through daily presence, guidance, and engagement across campus life.

Through this work, the Dean of Students helps students develop self-awareness, resilience, empathy, and accountability, developing skills and personal integrity that will serve them well beyond their time at St. Johnsbury Academy.

Teaching:

- May be required to teach 1 section each semester. Class assignments are based on disciplinary expertise, interest, and the needs of the involved departments each semester; all faculty are expected to be able to teach at the Basic, Standard, and Accelerated levels.
- Prepare syllabi and daily lesson plans for the above.
- Assess and provide evaluation information back to students in a timely manner according to the school calendar.
- Communicate with case managers for students in the special services program as mandated by IEPs and 504 plans, and as needed for the best outcomes for students in the program.
- Be available daily during the conference period at the end of the school day and require students to attend who need to make up work or who need extra assistance.
- Maintain communication with parents/guardians as needed throughout the school year, including up to four parents' afternoons/nights during the school year, and for one resident parents' weekend in the fall semester.

- Maintain classroom decorum to Academy standards, including recognizing dress code violations, with the support of department chairs and deans.
- Work collaboratively with colleagues within the department and throughout the school.

REQUIRED SKILLS AND ABILITIES:

The Dean of Students will enthusiastically embrace St. Johnsbury Academy’s mission, values, and commitment to educating the whole student. The ideal candidate is a visible, relational leader who finds purpose in supporting adolescents through moments of growth, challenge, and reflection, and who believes deeply in the power of accountability, equity, and community.

The successful candidate will demonstrate:

- A strong commitment to advocating for high-school-aged students and amplifying student voice while upholding clear and consistent community expectations.
- Proven ability to build trusting, respectful relationships with students, families, faculty, and staff through thoughtful listening, clear communication, and presence.
- Experience leading or supporting student disciplinary processes with empathy, fairness, transparency, and a learning-centered approach; familiarity with restorative practices is highly valued.
- A demonstrated commitment to equity, inclusion, and belonging, with the ability to recognize and respond to students’ individual experiences and needs in decision-making and discipline.
- Strong collaborative skills and the ability to work effectively with counselors, administrators, residential life staff, health and wellness professionals, and faculty.
- Excellent organizational and managerial skills, including experience overseeing multiple systems, programs, or teams within a school environment.
- High emotional intelligence, sound judgment, and the ability to remain calm, reflective, and compassionate in complex or high-stakes situations.
- Clear and effective written and verbal communication skills, particularly when navigating sensitive student matters with families and colleagues.

EDUCATION/EXPERIENCE:

- Bachelor’s degree required; master’s degree preferred.
- At least four years of teaching experience at the secondary level.
- Demonstrated leadership experience within a school setting, preferably in student life, discipline, or advisory roles.
- Experience supervising people and programs in a dynamic educational environment.

St. Johnsbury Academy is an equal opportunity employer. SJA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression,

pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. SJA is committed to providing a diverse environment; we encourage and welcome applications from candidates of all backgrounds.