



## Open Position

**Title:** Dean of Students for DEI & Belonging

**Supervises:** N/A

**Reports to:** Director of Diversity, Equity, & Inclusion

**FLSA Status:** Exempt

**When Needed:** Immediate start

**FTE:** Full

Seattle Waldorf School is seeking a talented, compassionate, and engaging Dean of Students for DEI & Belonging to help us advance our mission to inspire learning, courage, and joy in the developing human being. We are looking for someone who can do effective work independently and as part of a team. We need a leader who understands best practices in diversity, equity, and inclusion and who is passionate about the Waldorf educational philosophy and practices and enhancing student life. Salary is competitive with independent schools. SWS offers an excellent benefits package, opportunities for professional development, and an extraordinary work environment.

**Our Mission:** Daily we strive to inspire learning, courage, and joy in the developing human being.

### Specific Responsibilities

- Partnering with the Director of Diversity, Equity, and Inclusion to move the DEI strategic plan forward
- Leading both the middle school and high school DEI clubs
- Determining and implementing programming and events for students (education, social, and community building)
- Planning and overseeing special programming and opening of school activities with the directors of these branches
- Oversight of student government and running of student elections in middle and high schools with the directors of these branches
- Contributing to creation and fostering of a safe and healthy environment for students
- Updating and revising student life policies, protocols, and practices, and maintaining the student handbook with the Assistant Head of School
- Creating a student life curriculum with the Director of Experiential Education
- Overseeing and adjudicating minor discipline in respective grades based on a student-focused, restorative discipline model that reinforces accountability, school culture, and community values
- Assisting the Head of School with major discipline cases
- Participating in Admission Open House events with the Director of Advancement and Enrollment Management
- Participating on the Crisis Management Team with members of the Leadership Council

### Additional Responsibilities

- Teaching special topics classes (electives)
- Managing relationships with colleagues and parents that support the social and emotional well-being, intellectual development, and independent personal responsibility of students
- Demonstrating a commitment to continuous professional growth and development
- Attending and at times leading faculty meetings, school meetings, and other required school functions
- Using time between school years and/or during the school year to maintain current knowledge of their discipline, to review and revise curriculum, and to grow their repertoire of teaching and learning strategies

*This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

## Requirements

*The ideal candidate for this position will be a committed, team player who:*

- Is an experienced independent school educator with a deep understanding of student life programs, policies, and operations
- Is a forward-thinking, inspiring, and calm leader with the capacity to work collaboratively with multiple teams to accomplish shared goals
- Has high levels of emotional intelligence and the ability to navigate the complexities and ambiguities within the position
- Fosters a positive, caring environment consistent with the vision, beliefs, and core values of the school
- Exhibits character and integrity consistent with professional expectations and standards of behavior of the School
- Is viewed as a leader who models integrity and fairness, and creates a nurturing, positive school culture
- Is passionate about, comfortable with, and finds enjoyment in working with adolescents
- Is able and willing to lead and educate all school members in student life issues
- Is able to balance the many demands of the position and demonstrates an ability to lead by positive example
- Makes sound decisions and implements them in a timely manner, and tends to problems promptly
- Manages office duties in an organized fashion and meets deadlines and commitments
- Is visible, approachable, and diligent, and possess a strong, proactive work ethic
- Has excellent written, oral, and interpersonal communication skills
- Is able to communicate clearly, confidentially, in a timely manner with students, parents, and colleagues
- Is able to multitask and fulfill many responsibilities with diligence and resilience
- Is an empathetic leader and learner with demonstrated success in providing student-centered, solution-focused mentoring to high school-aged students
- Is accessible and approachable, and maintains timely and effective communication with all appropriate persons and groups
- Maintains professional working relationships that allow others to feel comfortable with and supported by them
- Is able and willing to respond to and handle student discipline and/or crisis situations that might arise at any time
- Demonstrates visible, active engagement in the daily life of the School
- Successfully satisfies the roles and responsibilities of this position with poise and a sense of humor

## Education and Experience

- Bachelor's degree from an accredited four-year college or university required
- Master's degree preferred
- At least three years' related experience
- Education, teaching experience, and/or demonstrated work in the area of curriculum planning

## Required Knowledge, Skills, and Abilities

- Outstanding interpersonal skills
- Exceptional written and oral communication skills
- Tactfulness and discretion
- Excellent organizational skills with the ability to prioritize a multitude of tasks by volume, urgency, and positionality
- Enthusiasm for working in an academic atmosphere
- Commitment to diversity and a strong interest in planning diversity, equity, and inclusion programming
- Effective facilitator in large groups, small groups, and in one-on-one situations
- Project management skills in implementing complex programs, supervising personnel, and handling a budget
- Proven success working collaboratively with students, faculty, staff, parents, and community leaders
- Successful track record managing collaborative groups across constituencies—families, staff, school leadership, and Board
- Detail-oriented and resourceful
- Enthusiasm, flexibility, maturity, and a sense of humor

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- Ability to keep information in the strictest of confidence
- Proficient at working in a Microsoft Windows 10 environment, using Office (version 2013 or later); ability to master common automated systems for record keeping, and confidently learn new technology

If that sounds like you, we would love to hear from you.

**To Apply:** Interested candidates should respond immediately by email with a letter of interest, resume, and employment application, available on the school website at: <http://www.seattlewaldorf.org/careers/>

Thank you for your interest in Seattle Waldorf School and this position. Position open until filled. No phone calls or drop-ins please.

[www.seattlewaldorf.org](http://www.seattlewaldorf.org)