



Chatham Hall

ASSISTANT DEAN OF STUDENTS

Chatham, VA



START DATE: August 6, 2024

Chatham Hall is a grades 9-12 girls' boarding school in southern Virginia.

ABOUT THE POSITION:

Chatham Hall's Assistant Dean of Students is a mission-driven individual who strongly desires to cultivate and advance Chatham Hall's community to embrace leading lives of impact by helping to shape a positive and engaged student experience. This position will report to the Dean of Students and is responsible for residential life and weekend programming and initiatives designed to promote student social and personal development, including their health and well-being outside the classroom. The Assistant Dean of Students should demonstrate a strong desire to collaborate with colleagues and girls and understand how to support a school community while fostering and maintaining a positive, community-focused living and learning environment.

Other specific responsibilities may include teaching one section, coaching or other afternoon program involvement for up to two seasons, residential life duty, weekend duty, and student advising. The ideal candidate will be collaborative and excited to work with young people, possess strong organizational and communication skills, have a good sense of humor, and demonstrate a commitment to equity and inclusivity.



POSITION RESPONSIBILITIES:

- In collaboration with the Dean of Students, the Assistant Dean of Students is expected to help create, foster, and maintain a positive school community and student experience, supporting an individual's growth and development at Chatham Hall.
- Supports the Dean of Students' Office in managing major and minor discipline cases, supporting student agency, growth, and development.
- In coordination with the Dean of Students, Director of Counseling Services, and other key stakeholders, identify and support students with social, emotional, psychological, or behavioral challenges.
- Partnering with the Dean of Students Office, providing leadership, developing, championing, and implementing Chatham Hall's residential life program, ensuring the approach is aligned with the school's mission and values.
- Oversee, manage, and support the development of Lead and Dorm Advisors by developing and executing residential life retreats and workshops for new and returning faculty during Orientation and throughout the year.
- In conjunction with the Dean of Students Office, plans, develops, and executes weekly Lead Dorm Advisor meetings and student-focused dorm meetings.

- With a focus on the residential component of Chatham Hall, supports the Dean of Students with helping to design a student and community experience, such as housing, student leader selection, Orientation, Advisory, co-curricular, and weekend activities to help foster a welcoming and school culture and residential community.
- Supports the development of Chatham Hall's student leaders, especially Prefects.
- Collaboration with other key stakeholders regarding needs for residential life and weekend, improvements, and maintenance.
- Lead, develop, and implement a robust, engaging, and meaningful student-centered weekend activity program.
- In consultation with the Dean of Students, manage the Weekend Activity and Dorm Budget.
- Supports Chatham Hall's use of REACH Boarding.
- Provides vision and leadership for Chatham Hall's club program, oversees the coordination of club meetings and events, and supervises and supports all club leaders and club faculty advisors.
- Assume a visible role and be fully present at Chatham Hall. This includes afternoon activity responsibilities, teaching, supporting the January term, serving on a weekend duty team, providing at least one of the weekly coverages, and supporting the residential component of the school.

PERSONAL QUALITIES & DESIRED QUALIFICATIONS:

- Be a collaborative colleague fosters the spirit of teamwork and rapport with students, advisors, and teachers.
- Be comfortable with ambiguity and be flexible when responding to unpredictable events or a varied schedule.
- Maintain strong professional teacher-student boundaries, remaining cognizant that the student's well-being is a focus.
- Can contribute to a boarding school environment.
- 3+ years of working directly with adolescent growth and development in a camp or school setting.
- Bachelor's degree required; Master's preferred.
- Demonstrate maturity, humility, professionalism, organization, confidence, integrity, confidentiality, and a strong work ethic.
- Models a commitment to professional growth and development.
- Valid driver's license and ability to drive students.

HOW TO APPLY:

Chatham Hall has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Dean of Students Josh Doyon), a resume, and a list of at least three professional references consolidated as a single PDF document to Madison Sunley, Recruiter, at madison@dovetailedsourcing.com.

