

# Moorestown Friends School

## Middle School Dean of Students

At Moorestown Friends School (MFS), we weave academic rigor with Quaker values to serve a dual purpose: offering uncommon intellectual challenges while also instilling vital emotional and ethical attributes that empower our students. Our focus on relationships creates conditions for great intellectual daring, remarkably productive collaboration, and courageous perseverance. And our Quaker values impart universal principles of equality, compassion, reflection, and responsibility—which serve students from all backgrounds and belief systems and remain relevant in rapidly changing times.

The Middle School Dean of Students (MS DOS) reports directly to the Middle School (MS) Director and receives support from the MS Administrative Assistant. The MS DOS is a member of the MS Team (MS Director, MS DOS, All School Coordinator for Educational and Psychological Services, and MS/US Counselor) and implements proactive and reactive measures to support the personal, social, and academic needs of students. The MS DOS also coordinates the efforts of Lead Advisors at each grade-level 5-8, ensuring there is proactive programming for community building and social-emotional learning. The responsibilities of the role require interaction with administration, faculty, staff, students, and parents/guardians. The MS DOS must integrate and model Quaker values and principles in the daily life of the MS, and promote the values of diversity, equity, and inclusion. This is a 10-month administrative position that requires three additional weeks of work in the summer to prepare for the upcoming school year.

### Responsibilities

#### *Student support:*

- Work with MS Team to coordinate academic support, student counseling, and follow-up on social-emotional concerns
- Mediate student-student and student-teacher issues, including communication and meetings as needed with students, parent/guardians, and teachers
- Assist in the development and management of academic and social policies, protocols, and practices that serve to support student development, learning, health, and safety
- Address behavioral, social, and academic infractions; maintain correspondence related to grades and conduct with parents/guardians and other concerned parties
- Assign and organize disciplinary consequences, with an emphasis on restorative practices, and build supportive and collaborative relationships with families
- Counsel students on an emergency basis when necessary, working closely with MS Team

#### *Student programs:*

- Facilitate the orientation program and other welcome/transition events for new students
- Coordinate the planning and supervision of student-life and community activities, such as dances

and assemblies, as well as spirit week, talent show, and other special events

- Organize MS Activities offerings, including registration, staffing, and scheduling
- Coordinate implementation of standardized testing in the Middle School
- Coordinate the peer tutoring program with colleagues, matching US peer tutors with MS students
- Teach one section of a core academic course

*Collaboration with colleagues:*

- Attend and participate in weekly advisor team meetings and quarter-end grade-level meetings; follow up with students, parents/guardians, and teachers as needed
- Work with MS Team to develop student-facing programs on relevant topics throughout the year
- Work closely with Middle School Lead Advisors and/or serve as one of the Lead Advisors
- Work with the Chester Reagan Chair for Quaker and Religious Studies to lead MS student government
- Work with the Admissions Office to arrange prospective student visits, as well as interview and assess potential students, including Camden Scholars

## **Qualifications**

- Experience and enthusiasm for working with middle school students
- A commitment to Quaker values and the mission of the school
- Ability to navigate challenging moments with flexibility, patience, and a sense of humor
- Ability to develop positive and collaborative working relationships with students, parents/guardians, faculty, staff, and the wider community
- Strong skills in communication, deep listening, long-range planning, and program implementation
- Capacity to build and improve school systems for greater efficiency and effectiveness
- Bachelor's Degree in a related field
- Teaching experience, administrative experience, and familiarity with independent schools desired

## **Benefits**

Moorestown Friends School offers a comprehensive benefits package which includes paid time off, medical, dental, vision, 403b with matching contribution, and company paid life insurance and long-term disability. Moorestown Friends School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Interested candidates should send a resume, cover letter, and three references to Meredith Godley at [hiring@mfriends.org](mailto: hiring@mfriends.org).