



# BROWNELL TALBOT

## **Dean of Upper School**

To start August 2024

### **Our Mission**

Every student. Every mind. Every heart. Known. Inspired. Challenged.

### **Our Vision**

A compassionate community of diverse learners empowered and determined to reach their unique potential and positively impact the world.

### **Brownell Talbot School Values**

**Compassion:** We believe in considering the unique needs of others; we show compassion by seeking to understand with genuine care, and we build a sense of belonging for everyone.

**Respect:** We believe in treating everyone with dignity; we show respect by valuing ourselves and others through our words and actions, and by taking great pride in our school.

**Responsibility:** We believe we are capable; we show responsibility by meeting expectations, finding solutions, and giving our best to each other.

**Integrity:** We believe in doing the right thing; we show integrity by keeping commitments and telling the truth, even when it's not easy.

### **Our School**

Brownell Talbot College Preparatory School, founded in 1863, is a Nebraska state-approved preschool through grade 12 school. We are a member of the National Association of Independent Schools (NAIS) and the Independent Schools Association of the Central States (ISACS) and are accredited by Cognia. Brownell Talbot is an exciting environment for professionals who like to be part of a supportive team of dedicated individuals who thrive on the challenges and rewards of working with an active community. Brownell Talbot fosters an educational environment that is inclusive and accepting of diverse individuals and viewpoints.

### **The Position**

The Dean of Upper School works on a 12-month contract and reports directly to the Assistant Head of Academics. They serve on both the Academic Leadership Team and the Administrative Team. The Dean is the immediate supervisor of Upper School faculty members. Also, the Dean of Upper School is charged with the comprehensive responsibility for all activities involving students and faculty within the Upper School.



## Major Responsibilities

- Act as the educational leader of Upper School.
- Oversee the daily operation of Upper School.
- Foster a positive culture of growth and collegiality among the Upper School faculty and staff.
- Serve as primary supervisor of Upper School faculty, including during evaluation and hiring processes.
- Recommend and participate in the development of Upper School policies and procedures.
- Maintain student discipline consistent with school policy, including the areas of dress code, attendance, and academic progress.
- Provide leadership for student organizations and advisory programs, including student government, House, and grade-level meetings.
- Plan and implement special events such as parent nights, Honors Day, class trips, prom, retreats, and graduation.
- Collaborate with the Director of Curriculum and Instruction and the Assistant Head of Academics to identify necessary supports for students (academic, social emotional), decide on a plan of action, and participate in enacting that plan.
- Be actively involved in the admissions process for prospective students.
- Prepare a master school class schedule and assign teachers and students to classes and other activities.
- Coordinate reports, evaluations, and conferences for accrediting agencies (ISACS, NAIS, and the Nebraska Department of Education) with the Academic Leadership Team.

## Required Qualifications

- Master's degree or higher.
- Administrative Endorsement (Nebraska).
- 5+ years classroom teaching experience.
- 3+ years administrative experience.
- Experience in student behavior and discipline.

## Desired Qualifications

- Private or independent school experience.
- 8+ years classroom teaching experience.
- Proficiency with the Google ecosystem.
- Experience with Veracross and/or Toddle.



Application process: Interested candidates are invited to visit [brownell.edu/careers](http://brownell.edu/careers) to obtain a general application. Please submit the completed application, resume, and cover letter articulating the passion, experience, and strengths you would bring to the position and your interest in Brownell Talbot to [careers@brownell.edu](mailto:careers@brownell.edu).

\*\*Brownell Talbot College Preparatory School does not discriminate on the basis of race, color, religion, gender, gender identity, age, disability, marital status, sexual orientation, or any other status protected under local, state, and federal law in admission or access to or treatment of employment or educational programs and activities.\*\*