



START DATE: August 1, 2024

The Benjamin School is a premier PK3 - Grade 12 independent, coeducational day school with campuses in North Palm Beach and Palm Beach Gardens.

POSITION SUMMARY:

The Middle School Academic Dean plays a key role at The Benjamin School, focusing on the success of students and faculty by inspiring both groups to achieve their highest potential. In a tight-knit community, the Academic Dean must be devoted to building positive relationships with students, parents, and colleagues and supporting teachers in creating a healthy and positive climate and culture, both in and out of the classroom. The Academic Dean provides instructional and administrative leadership to the teachers. A genuine love of working with students at this developmental stage is an essential quality.

The Academic Dean has a breadth of teaching and school experience, a strong sense of best practices in student-centered pedagogy, and a capacity to work with peers positively and cooperatively while in a supervisory role. Having the confidence and vision to look at the School as it is currently configured, the Academic Dean will project an evolutionary blueprint for the Middle School's ongoing development. The Dean must have a desire to work with students in a challenging, college-preparatory environment and possess strong interpersonal and written communication skills.

KEY EXPECTATIONS:

- Demonstrates support of the School's mission and policies.
- Consistently models The Benjamin School Values.
- Builds positive interpersonal relationships with the entire middle school community, establishing effective communication through listening, responsiveness, openness, availability, and approachability.
- Has exceptional verbal and written communication skills.
- Possesses a pleasant and collaborative style in the workplace, including a professional attitude.
- Works closely with the Academic Deans in the other divisions to ensure curricular coherence and appropriate scope and sequence across the School, particularly at divisional transition points.
- Maintains a high level of discretion and confidentiality around sensitive issues and discussions.
- Takes initiative and ownership in displaying positive work ethic and behaviors, and encourages this attitude in others.
- Maintains proficiency through personal and professional development that strengthens the role and the School.
- Models strong teaching skills, based on previous teaching experience.
- Maintains an "even keel" and a sense of humor regarding daily operations and the unfolding of school life.
- Feels comfortable saying yes and no to new ideas, when appropriate, to students, parents, and colleagues.
- Possesses excellent attention to detail and organizational skills to balance multiple undertakings and classroom responsibilities; ability to prioritize and delegate tasks.

ESSENTIAL FUNCTIONS:

- Teaches two sections and serves as an Advisor.
- Assists in observation, supervision, and evaluation of faculty, focusing on the experience of our students, in the development and implementation of the curriculum, supervision of the teaching process, review and evaluation of the academic programs, the reporting of grades, and managing professional development.
- Assists the Head of Middle School and the Lower School/Middle School Director of Student Services in coordinating and monitoring individual academic concerns with parents and students as appropriate.
- Works with the Head of Middle School to review and approve official Middle School communications.
- Oversees and guides the department chairs and faculty committees.
- Conducts regular meetings with faculty and department chairs that focus on school matters and issues of educational/philosophical interest and concern.
- Guides the curricular transition of students from 5th grade to Middle School and Middle School to 9th grade and thus maintains “vertical” coherence of educational objectives.
- Works with the Head of Middle School on programs for orientation of new Middle School teachers, for in-service training of all teachers, and for the evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to school policies in all areas of school operations.

EDUCATION AND EXPERIENCE:

- Master’s degree in an education-related field and administrative experience.
- Minimum 5 years of experience is required.

The Benjamin School offers a competitive salary and an outstanding benefits package, which includes Medical, Dental, Vision, Life insurance, School-paid Long Term Disability, AFLAC, 403B Retirement, Paid Time Off, Flexible Spending, Student Tuition discounts, and educational assistance.

HOW TO APPLY:

The Benjamin School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Patti Maiselson, Director of Human Resources), a resume, and a list of at least three professional references consolidated as a single PDF document to Alison Moore, Senior Recruiter, at alison@dovetailedsourcing.com. Please do not contact the school directly.

- Oversees the yearly preparation of the Academic Program Booklet and scheduling materials.
- Oversees the scheduling and placement of students.
- Promotes the ongoing integration of STEM into the student experience.
- Makes recommendations to the Head of Middle School regarding the hiring, retention, and assignment of faculty.
- Analyzes assessment results and engages teachers in best practices for responding to data analysis.
- Oversees student clubs and organizations, including serving as an advisor to the Student Council faculty and student leadership.
- Serves as a resource for teachers in matters of classroom management, teaching methods, and general school procedures.
- Completes all work and assigned tasks in a timely, efficient, accurate, and organized manner.
- Performs other duties as assigned by the Head of School and/or the Head of Middle School.
- Reports to the Head of Middle School.

