



**Position: Dean of Curricular Life**

**Location: Pasadena, CA**

**Description**

The Waverly School seeks administrators who resonate with the school's mission to cultivate curious, resourceful, confident learners who demonstrate intellectual engagement, critical and creative thinking, respect for individual differences, a strong awareness of personal responsibility, and an active commitment to social justice.

The Dean of Curricular Life attends to the academic life of the students with a primary focus on the Middle School and High School experience. This staff member fulfills administrative duties that support school academic and co-curricular programs, and as such they direct most of their attention to working with faculty and staff (rather than students). Reporting to both the Middle School and High School Directors, the Dean of Curricular Life is a detail-oriented multi-tasker, that can work independently, as well as work collaboratively with other administrators and teaching colleagues.

**Primary Responsibilities:**

- Perform registrar responsibilities including maintaining academic records, transcripts, student records, and school forms
- Serve as the AP coordinator, creating and overseeing the AP proctoring and final exam schedule
- Oversee student scheduling, including sectioning of classes, course placement, and course assignments in partnership with division directors.
- Plan and oversee student retreats and new student orientation in collaboration with Division Directors
- Coordinate field trips including logistics and planning
- Organize college admission visits to campus to engage with high school students
- Organize local visit days to Los Angeles area colleges and universities
- Plan and participate in new student welcome events, orientations, and on-boarding opportunities
- Organize faculty professional development, distributing opportunities to the faculty throughout the year in coordination with human resources and business managers
- Prepare the master schedule for Middle and High School divisions

- Track recommendation letters and transcript requests for students applying to other schools at all divisions
- Coordinate grading processes, including verification and correction of grades, and printing and distribution of narrative reports
- Coordinate and manage annual student registration forms PS-12<sup>th</sup> grade
- Maintain and oversee document retention policy and oversee the process of digitizing student records

### **Other Responsibilities:**

- Teach a course(s) in the high school division as needed and dependent upon experience/education and discipline needed
- Prepare and distribute student identification cards, student parking stickers
- Issue work permits and verifies information for student driver car insurance discounts
- Oversee the ordering and distribution of all graduation materials, including caps, gowns, and diplomas
- Assist with student supervision as needed
- Support seniors applying to college as needed (e.g., reading essays, assisting with college applications, etc.)
- Attend school events such as college counseling and admissions events as needed
- Proctor standardized tests
- Maintain confidentiality of information
- Complete other duties as assigned by Division Directors or the Head of School

### **Required Skills/Abilities**

- Excellent interpersonal, oral, and written communication skills
- Ability to think critically and solve problems, as well as handle multiple projects simultaneously
- Good judgment and ability to handle confidential/sensitive information with discretion
- Knowledge of social-emotional competency areas and adolescent development
- Strong commitment to anti-racist and inclusive practices that support students of all backgrounds to succeed
- Ability to self-reflect and demonstrate personal growth
- Excellent verbal and written communication skills with adults and children
- Ability to collaborate and communicate with teachers, staff, parents, and students in a positive and constructive way
- Proficient in Microsoft Office suite or related software as required for recordkeeping and documentation
- Confident with remote learning platforms such as Zoom and Google Classroom
- Genuine interest in and respect for students in their middle school and high school years
- Strong sense of healthy teacher/student boundaries

### **Education and Experience**

- Bachelor of Arts or higher; Master's and/or teaching credential preferred

- 2-5 years of teaching experience and/or experience in an administrative role
- Preference for progressive educational experiences
- Previous experience and knowledge with building and creating an academic and co-curricular schedule, including sectioning, assignments, and matrix of block schedule.

### **Physical requirements**

- Regularly spend long hours sitting and using office equipment and computers.
- Must be able to stand, lift, push, pull stoop and bend for short periods of time.
- Regularly work on repetitive tasks.
- Frequently bend to file and maintain files.
- Occasionally lift 15-20 pounds.
- Use excellent sensory skills -sight, hearing and speech.
- Ability to work in person and on campus.

### **School Contact**

Interested candidates should send a resume and cover letter to:

Vella Cagle  
Assistant Business and HR Manager  
[vella@thewaverlyschool.org](mailto:vella@thewaverlyschool.org)

### **School Information**

[The Waverly School](#) is a nonsectarian, coeducational, college preparatory, progressive day school that spans young kindergarten through high school. Waverly provides an experience-based, cross-disciplinary education in which students are expected to work to their highest potential. Waverly is dedicated to helping students become confident, curious, resourceful learners who demonstrate intellectual engagement, critical and creative thinking, respect for individual differences, and a strong sense of personal and social responsibility. The Waverly School has three campuses and a one-acre organic farm, all within walking distance of one another, in Pasadena, CA.

### **EEO Statement**

The Waverly School is an equal opportunity employer dedicated to a policy of non-discrimination based on the race, color, creed, religion, sex, gender, gender identity, gender expression, marital status, pregnancy, transgender, transsexualism, sexual orientation, age, national origin, citizenship, primary language, military or veteran status, physical handicap, disability, medical condition, mental disability, genetic characteristic or information, ancestry, or based on any other consideration made unlawful by federal, state, or local laws.