

LEADERSHIP OPPORTUNITY | PASADENA, CA



MIDDLE & HIGH SCHOOL DEAN OF STUDENT LIFE AND CULTURE





“We want students to develop and understand their own personal values, investigate their own family’s values, and to have dialogues with their peers about how we can make the world a better place. We emphasize positive, nurturing relationships that respect community members of all ages and backgrounds. We honor differences and teach students to stand for what they believe in. This isn’t always neat or easy, though it prepares students for life beyond the walls of our school.”

— CLARKE WEATHERSPOON, HEAD OF SCHOOL



LEADERSHIP OPPORTUNITY

The Waverly School, a progressive, coeducational PS–12 college preparatory school in Pasadena, CA, is seeking a highly engaged, passionate, and intuitive leader to be the Middle and High School Dean of Students.

In its 30th year and with 350 students, Waverly fosters lifelong learning in a child-centered and intellectually challenging environment. With a program designed to respect and support children individually as they grow, Waverly asserts that students learn best when they are actively involved in their education, when they become responsible for their growth as students, when they are encouraged to work to their highest level, and when their learning is based on life experiences. Throughout Waverly's values, culture, and program, the school is committed to social justice education and treating individuals with dignity in an environment where all members of the community can engage in dialogue, question, learn, and contribute fully.

Reporting to newly appointed Head of School Clarke Weatherspoon, and with a primary focus on students, the Dean of Student Life is a leader and essential partner in supporting student well-being through overall school culture; areas of diversity, equity, inclusion, justice, and belonging (DEIJB); and through programming, both academic and in extracurricular activity. In partnership with key constituents of students, teachers, and parents, the Dean will design, support, and execute essential programming to create equitable and fair practices at school while fostering a community of empathy, respect, and care.





The Dean of Students will be an exceptionally visible and engaged senior administrator charged with upholding Waverly's commitment to progressive pedagogy and social justice education.

This student-focused, highly collaborative role requires discretion, patience, empathy, and a desire to work closely with students, teachers, and parents. The Dean will serve as a leader in guiding equitable practices in the classroom and beyond. As a skilled DEIJB practitioner, the Dean will ensure the well-being, success, engagement, and retention of students from Middle School (MS) through High School (HS). The Dean will also guide major student activities such as all-school meetings, clubs, Student Council, and will help relaunch the affinity group program.

This role requires knowledge of and comfort with MS and HS-aged students. It is not a 9–5 job, but rather a committed lifestyle of participation, curiosity, connection, and living Waverly's Mission.

STRATEGIC PRIORITIES

The Dean of Students will be a strategic collaborator and relationship builder who will help engender and sustain connections and community at The Waverly School. By working in close partnership with the Head of School, senior leadership, and other key stakeholders, the Dean will prioritize the following:

- Focus on students and the student experience through their MS and HS years
- Act as the central communication hub between students, parents, and teachers
- Foster a community of inclusion and belonging, ensuring a space and a voice for all
- Become an integral, visible, and trusted member of the Waverly community

THE POSITION

- Relaunch the affinity group program so that students feel supported and celebrated
- Take leadership of the disciplinary program ensuring a fair, equitable, and age-appropriate practice centered on both justice and accountability
- Take leadership over the nascent HS Advisory Program and fully develop it as a resource and benefit to students

ESSENTIAL FUNCTIONS

Coordination:

- MS and HS weekly All-School Meetings
- MS and HS clubs and affinity spaces
- Classroom student behavioral expectations
- Student Council Leader

Oversight:

- Co-design and lead outdoor education trips and experiences
- Manage student disciplinary procedures, with documentation and record keeping
- Co-lead and support restorative practices and community restoration processes
- Partner with division directors to develop and manage advisory programming

Program and event management:

- Support the development of social justice curriculum and programming
- Serve on the student advisory leadership team
- Lead the MS and HS Advisory Program, specific to DEIJ programming and education (in collaboration with teaching team)
- Plan student dances and other social events
- Facilitate 6th to 7th grade transitions and help increase 8th to 9th matriculation and transition

- Work with faculty in developing curricula specifically geared to help all students find their place in the struggle for social justice and equity.

Participation:

- Leadership team meetings
- Middle and high school student support team meetings
- Middle and high school faculty meetings
- All-School Faculty Meetings

Other responsibilities include but not limited to the following:

- Upholding the Mission of Waverly and supporting the school's DEIJB work
- Supporting admissions work as needed
- Attending school events as needed

QUALITIES AND ATTRIBUTES

- High emotional intelligence and strong interpersonal skills
- Ability to work with a diverse range of learners
- Lead with optimism and a sense of humor
- Proactive, persuasive, and engaged leader who can build relationships, trust, and community amongst student, faculty, and parent populations
- High curiosity
- Excellent conflict management skills and the ability to navigate difficult conversations
- Socially conscious and aware
- Discrete, patient, and empathetic
- Passionate about engagement with children
- Collaborative, communicative, and flexible
- Willingness to learn as well as teach
- Innovative thinker



MISSION AND VALUES

The Waverly School cultivates 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.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree required
- Prior leadership experience in a dean or division-level leadership capacity or demonstrated experience of a similar nature
- Demonstrated years of related experience working within the DEIJB space, preferably in K–12 schools
- Previous experience working with grades 7–12
- Excellent verbal and written communication skills
- Demonstrated ability to develop, maintain and model kind and firm boundaries
- Experience in managing student discipline issues
- Experience and evidence of passion for progressive education
- Demonstrated understanding of lesson design, use of rubrics and narrative-based assessment practices
- Ability to manage multiple projects at once, collaborating with key stakeholders as necessary

PREFERRED QUALIFICATIONS

- Working knowledge of Spanish, Mandarin, Armenian, or Hindi
- Independent school experience

PHYSICAL DEMANDS & ABILITIES

- Work in person, on campus
- Work with frequent interruptions
- Maintain emotional control under stress
- 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
- Frequently bend to file and maintain files
- Occasionally lift 15–45 pounds.

THE SCHOOL

The Waverly School is a progressive, coeducational, college preparatory school in Pasadena, CA, serving students and their families from preschool through 12th grade.

Established in 1993, Waverly fosters lifelong learning in a child-centered and intellectually challenging environment. With nearly 350 students, Waverly offers an exceptional faculty, thoughtful programs, and expressive students within three adjacent campuses. Waverly is economically diverse and culturally rich; Waverly families live in many Los Angeles area neighborhoods. The school is fully accredited by the Western Association of Schools and Colleges and the California Association of Independent Schools and is a member of The Alliance, POCIS, and A Better Chance.

THE PROGRAM

From preschool through high school, Waverly's approach to education is guided by several common themes, holding that students learn best when they:

- Are actively involved in their education
- Become responsible for their growth as students
- Are encouraged to work to their highest level
- Base learning on life experiences

Waverly's preschool, elementary, middle, and high school programs are designed to respect and support children individually as they journey through the stages of learning and to incorporate all aspects of human development — social, physical, aesthetic, and ethical.

EQUITY AND DIVERSITY

The Waverly School is committed to social justice education and thus seeks to provide all members of the community with the tools to recognize and speak out against acts of bias and the discriminatory systems of power that produce structural inequalities. The school is committed to treating individuals with dignity and providing an environment where all members of the community can engage in dialogue, question, learn, and contribute fully. This commitment to full participation encourages community members to be self-reflective about their attitudes toward themselves and others. An equitable and diverse school community makes members better informed, more empathetic, and better prepared to effect positive change in the world. To that end, Waverly fosters an environment in which individual differences of race, ethnicity, biological sex, gender identity, sexual orientation, socio economic circumstance, national origin, immigration status, ability and disability, physical characteristics, religious belief, and all aspects of identity are acknowledged and celebrated.

To read more about equity and diversity at Waverly, including their Gender Inclusion Policy, click [here](#).





MIDDLE SCHOOL (7TH AND 8TH GRADES)

Waverly's middle school program is built on our belief that students in 7th and 8th grade require a unique approach to their education. Students work with five core educators who teach multiple subjects throughout the school day and are readily available to students. This approach meets the academic demands of middle school while supporting the personal growth of the students.

Middle School teachers integrate issues that students face into class discussion, choice of novels, and texts. Writing assignments ask students to reflect, analyze, make ethical choices, understand other perspectives, and address personal goals and choices they have made. Teachers often refer to current events so that students make connections between what they are studying and what is happening in the world around them.

A significant goal of Waverly's middle school is to prepare students for the academic challenges of high

school. Waverly's program emphasizes the development of strong and consistent work habits and solid skills in writing, mathematics, and analytical and critical thinking. Students need to consistently apply themselves in 7th and 8th grade to develop these habits and skills.

HIGH SCHOOL

Waverly's high school is a tightly knit community offering a challenging and engaging college preparatory program. Students thrive in an environment that values inquiry, debate, and critical thinking, and teachers work closely with students to help them develop these skills in all subject areas.

When choosing novels, designing projects, and creating lessons, teachers ensure that students learn from a wide range of backgrounds, voices, and perspectives. Writing assignments call on students to reflect, analyze, make ethical choices, understand others'



THE SCHOOL

perspectives, and address personal goals and choices. Teachers often refer to current events so students will make connections between what they are studying and what is happening in the world around them. A low student-teacher ratio and an accessible faculty facilitate supportive relationships essential for academic success during adolescence. Most importantly, Waverly emphasizes essential academic and social-emotional skills that produce students well prepared for the academic demands of college and beyond.

CAMPUS & GEOGRAPHY

The Waverly School is located in Pasadena, California and is made up of three separate campuses (elementary, middle, and high) plus a one-acre organic farm within walking distance of the school. The Waverly organic farm exists to allow students, their families, their teachers, and the broader community to engage nature on multiple levels. The farm is an outdoor classroom where teachers can take their classes to write, observe wildlife, and conduct science experiments. The intent is that the farm be inspirational, experimental, educational, and sustainable. Pasadena is 11 miles north of downtown Los Angeles and the campuses are conveniently located near the 210 and 134 freeways and within walking distance from the Metro L (Gold) Line Del Mar station.

As a city in its own right, Pasadena is home to around 140,000 residents. Pasadena may be best known as the home to the Rose Bowl and the site of the annual Tournament of Roses Parade, but it is also home to numerous scientific and cultural institutions, including the Jet Propulsion Lab, the Pacific Asian Museum, the Art Center College of Design, the Norton Simon Museum, the Huntington Library, and Caltech. The city is also chock-full of interesting, walkable neighborhoods and sits close to both the San Rafael Hills and the San Gabriel Mountains. In all, Pasadena is considered one of the best places to live in California and offers residents a combination of a suburban and urban feel. Efforts at environmental sustainability and historic preservation put the city high on the livability index.

AT A GLANCE

350

(60 in Middle School; 120 in High School)

Enrollment

38%

*Students who identify
as students of color*

48

(26 Middle School & High School)

Number of faculty

41%

*Faculty who identify
as people of color*

40%

Faculty with advanced degrees

11:1

(Middle School & High School)

Average Student:Teacher Ratio

40%

Students participating in flexible tuition plan

**3 Campuses
+ a 1-acre Organic Farm**

PROCEDURE TO APPLY

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.

The Waverly School is an independent progressive school with a thematic (interdisciplinary), developmental, and experiential approach that spans preschool through 12th grade. They are looking for dynamic, motivated, and accomplished educators who are interested in joining a diverse community of students, faculty, and families.

Interested candidates should submit via https://bit.ly/Waverly_Dean_Student_Life_AppForm the following materials confidentially as a single PDF file:

- A cover letter indicating the candidate's particular interest in and qualifications for the position
- A current résumé
- A statement of educational philosophy
- The names, addresses, and telephone numbers of three references, including at least one recent supervisor. References should speak to the applicant's ability to be an effective educator and administrator and to work collaboratively and collegially with adults, including trustees (references will be contacted only with the candidate's permission).

Salary Range:

\$100,000–130,000 annually, Full Time, Exempt

Please address any questions by email to julie@strategenius.org or by phone at 415-881-7105.



SEARCH CALENDAR

March 17, 2023

Applications Deadline

**Week of
March 27, 2023**

Semifinalist Interviews

**Weeks of
April 10, 2023**

Finalist Interviews

Mid to Late-April 2023

Announcement

July 2023

Start Date

