



Dean of Students
Episcopal High School – Alexandria, Virginia
July 2024

Episcopal High School, located in Alexandria, Virginia, is pleased to announce a national search for a talented and experienced student leader to serve as the School's next Dean of Students. The Dean of Students reports to the Assistant Head of School for Student Life and is responsible for providing guidance and oversight for the School's student body. As a member of the Leadership Team, Episcopal's Dean of Students works collaboratively with the faculty, staff, and students to develop and implement key policies and structures in advancement of the educational mission of the School. The successful candidate will be a proven strategic thinker with strong interpersonal skills and a deep understanding of the complex array of factors that can affect a student's overall success in a boarding school environment. They will join the strategic and visionary leadership of a highly functioning and well-resourced institution, poised to strengthen its position among the nation's most prestigious independent schools. The opportunity is available in July 2024 and will be filled following a comprehensive national search.

Episcopal High School, also known by its 5,000 devoted alumni as The High School and The Holy Hill, was founded in 1839 as a 100% boarding school located in Alexandria, Virginia. Episcopal's 130-acre (53-hectare) campus includes state-of-the-art academic and athletic facilities, on-campus faculty housing, and dormitories for 440 residential students from 20 countries, 28 states, the District of Columbia, and Puerto Rico. In 2023-24, the School's annual budget is \$39.7 million which is supported by an endowment which totaled \$308 million on June 30.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

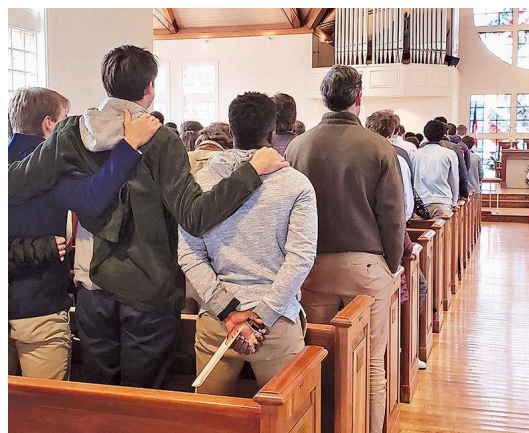
search@carneysandoe.com · carneysandoe.com

There are 180 administrators, faculty, and staff as well as outsourced groups overseeing food service and housekeeping functions. In 2023/24 approximately \$8.9 million in financial aid was awarded to 35 percent of the student body. Ninety percent of faculty live on campus and 80 percent hold advanced degrees. As one of only four fully residential boarding schools with more than 300 students in the United States, Episcopal is the only one located in a major metropolitan area. Capitalizing on the School's proximity to Washington, D.C., Episcopal's faculty create and lead learning experiences that are impossible to replicate elsewhere and are a point of distinction for the School's academic program.

Guided by its founding principles of honor, academic distinction, spiritual growth, and community, Episcopal High School prepares young people with the intellectual and moral courage to pursue lives of ethical leadership and service as citizens of an increasingly connected world. **Episcopal's Portrait of a Graduate** qualities define the skills and habits the School purposely seeks to cultivate in each student and model as faculty and staff. As articulated among the **School's Core Beliefs**, intellectual development and moral growth are best nurtured in a vibrant and diverse learning community where close relationships help us understand and bridge our differences. The School seeks a Dean of Students who is excited to join Episcopal's close-knit and diverse community and play an active role in the moral and intellectual development of its students.

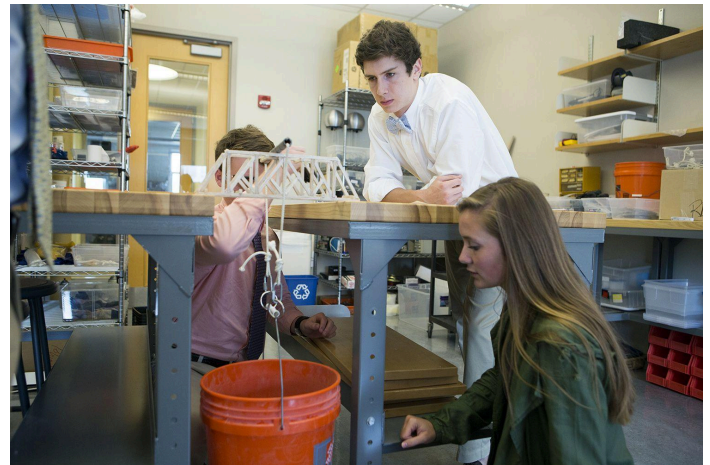
Essential Duties and Responsibilities

- Oversee the Dean of Students Office as the direct report for both the Associate Dean of Students and the Assistant Dean of Students to ensure the smooth implementation and communication of daily expectations, support, scheduling, record-keeping, and discipline for students.
- Ensure that the consequences of misbehavior are clear, consistent, and aligned with the School's mission, and that parents are informed of their children's non-academic progress through both direct communication with the appropriate dean and communication through the student's advisor.
- Serve as one of the School's six, rotating Administrative Duty Officers (ADO) to oversee campus life directly.



Carney, Sandoe & Associates
The Search Group
200 High Street, Suite 610, Boston, MA 02110
T 617.542.0260 · F 617.933.3426
search@carneysandoe.com · carneysandoe.com

- Collaborate with the Assistant Head for Student Life, Medical Director, Director of Counseling, and others faculty and administrators to support the health and well-being of the students.
- Build positive relationships with students and be a visible presence in the community by connecting with students in all areas of student life and community gathering spaces.
- Oversee, implement, and communicate the School's advisory programming.
- Support student life initiatives across departments.
- Work with the Student Life Committee and McCain-Ravenel Center members to develop student leadership initiatives across the campus and help support and lead the senior monitor leadership group.
- Coordinate annual processes for selection and election of student leaders and creation and dynamics for student-led clubs, student-led extracurricular activities, and student orientation.
- Support the work of the School's Office of Community and Equity to ensure that the entire student life experience, including both practices and policies, helps to create an inclusive community.
- Work to create and implement student life policies and programs and maintain and update the Student Handbook in collaboration with the Assistant Head for Student Life and the Dean of Residential Life.
- Manage the school's ORAH online software platform to track student attendance.
- Communicate to, collaborate with, and support professional development for faculty to reinforce the School's mission and support the safety, good conduct, health, and happiness of the student body.
- Coordinate with the scheduling committee to communicate daily schedules to the student body and faculty.
- Teach one section and coach one season.
- Participate actively in the life of the School, and perform other duties as assigned.



Episcopal reserves the right to change or assign other duties to this position.



Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

Desired Professional Qualifications

- Bachelor's degree required; master's degree preferred.
- Administrative experience in a student-facing role, with supervisory experience in an independent boarding school preferred.
- Current and extensive knowledge of best practices in student life for high school students.
- Excellent verbal and written communication skills and the ability to facilitate difficult conversations with and between students, families, and faculty.
- Ability to successfully prioritize and manage time-sensitive, intense school issues.
- Action-oriented and timely across multiple projects at once.
- Ability to work both independently and as part of a team.
- Experience with crisis-management.
- An affinity for living in a boarding school community and an obvious joy for working with teenagers.
- Integrity and confidentiality, coupled with a strong work ethic.
- Ability to maintain composure and humor in a fast-paced boarding environment.
- Display a contagious sense of enthusiasm and joy.
- Demonstrate integrity and flexibility while nurturing a dynamic student community.
- Personal values which parallel the School's and ability to follow the School's mission.

Physical Requirements

The physical demands described below are representative of those that must be met by the Dean of Students to successfully perform the essential functions of this job.

- Ability to remain in a stationary or standing position for extended periods of time inside and outside
- Ability to walk for long periods of time around a 130-acre campus
- Ability to ascend/descend stairs
- Ability to occasionally lift/carry/push up to 10 pounds
- Ability to communicate, discern, and exchange information in person and over the telephone/video conference platforms and frequent viewing of computer screen
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Ability to operate computer and standard office equipment
- The position does occasionally require traveling some distance to attend meetings, conferences, and programs



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

The Dean of Students must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.



To Apply

Interested and qualified candidates should submit electronically, and as separate documents, the following materials:

1. Current resume, including phone number and email address
2. Letter of intent
3. Statement of philosophy of education and leadership
4. List of five references with contact information (references will not be contacted until the candidate is notified)

To Rice Bryan (rbryan@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.

Episcopal High School provides equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, religion, sex, ancestry, national origin, citizenship, marital status, familial status, age, sexual orientation, gender identity, genetic information, pregnancy, childbirth or related medical conditions, disability or any other protected category in accordance with applicable Federal, State, and local laws.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com