

Dean of Student Life



ST. GEORGE'S
SCHOOL

Middletown, Rhode Island

School Overview

St. George's School was founded in 1896 in Newport, Rhode Island, by the Rev. John Byron Diman, later becoming an Episcopal boarding school and relocating to its iconic oceanside campus overlooking Second Beach in Middletown. Today, the school stands as one of the strongest small boarding schools in the country, continuing its legacy of transforming student lives through outstanding and distinctive academic, athletic, and artistic opportunities.

The St. George's community is a global community, with a boarding population representing 80% of students who hail from approximately 30 states and 20 countries. These students are supported in all of their endeavors by a dedicated, close-knit community of approximately 150 full-time employees, including 95 teaching and administrative faculty, 78% of whom hold advanced degrees. The diversity of perspectives students bring to campus enriches the educational experience for all, from the classroom to afternoon programs and residential life.



Students at St. George's — or SG as it is often called on the “Hilltop” — are well-known by the adults within the community, whether in the classroom, in the dormitory, or in the many co-curricular and extracurricular activities the school supports. The five academic departments are interdisciplinary in nature — STEM, Humanities, Language and Culture Studies, Visual and Performing Arts, and Connected Learning. Connected Learning encompasses a number of experiential and contextual learning opportunities, including the school's service opportunities, marine science research program, and *Geronimo*, the school's 70-foot sailboat and teaching vessel.



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

As an Episcopal school, St. George's seeks to create an intentional environment where students and adults are exposed to a wide range of ideas, experiences, and cultures to promote reflection, engagement, and learning from a diversity of perspectives. To that end, the school's Board-approved 2024 Equity and Inclusion Plan extends through 2027, with centerpiece initiatives such as the promotion of civil discourses and distinctive programs such as *Building Bridges*. School leadership and the Board of Trustees remain committed to a robust financial aid program to promote socio-economic diversity and increase access to the tremendous educational opportunities afforded to students at St. George's.



The school is completing its current strategic plan, *Our Horizon*, and is in the process of developing the school's next strategic plan, with the intention that it receives Board approval in Fall 2026. The school is currently going through its 10-year reaccreditation process through AISNE.

Position Summary: The Dean of Student Life provides strategic guidance and daily oversight for all aspects of student life and is responsible for cultivating a healthy and

productive student culture. The Dean of Student Life oversees residential life, the advisory program, student leadership, and new student orientation, supervising an office that includes the Associate Dean of Student Life, the Assistant Dean for Student Life and Activities, and the Administrative Assistant to the Student Life Office. The Dean of Student Life ensures student compliance with all elements of school policy and discipline, as outlined in *The Shield*. In addition, the Dean of Student Life is responsible for developing and overseeing systems and structures that promote strong communication with advisors, faculty, dorm heads and day student advisors, and members of the Equity and Inclusion Office in support of a healthy school culture and experience outside the classroom.

Major Responsibilities:

- Serve as counsel and sounding board to the Head of School to ensure the promotion of the school's core values, a strong sense of community, and a positive school culture
- Model the school's core values through healthy, joyful, professional engagement with students
- Provide day-to-day leadership for students and faculty in all facets of the school related to student life
- Provide strategic vision for the residential life program, including the day student experience



**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

- Support the Assistant Head/Dean of Faculty in the creation and delivery of professional development programming that focus on student development and support
- Partner with the Assistant Head/Dean of Faculty regarding the faculty housing process and assignment of faculty duties
- Oversee school disciplinary processes, including facilitating Honor Board meetings, and managing Honor Board decisions and subsequent communication to families
- Meet weekly with School Prefects to help shape their vision for the school and partner effectively with other school leaders
- Coordinate and manage student review meetings in collaboration with the Dean of Academics
- Partner with the Equity and Inclusion Office in the support of students
- Oversee the activities and personnel of the Student Life Office, including by leading weekly department meetings
- Manage Student Life Office budget
- Oversee the opening of school (e.g. registration, move-ins, orientations)
- Coordinate and manage student leader election and training processes
- Provide oversight for weekend and evening campus coverages
- With the Head of School, ensure compliance with legal requirements of government regulations and agencies, and maintain the educational standards established by the state and by those agencies that examine and accredit the school.



- Oversee an annual review and revision of *The Shield*
- Serve on the Leadership Team, Senior Administrative Council, and Health Group
- Conduct regular and ongoing policy reviews and revisions for community life
- Teach one class or coach one season, supervise the campus in the evenings and on weekends
- Participate in faculty hiring processes

Skills and Qualifications

- Experience as a school leader in a role associated with student life, preferably in a boarding school environment
- Deep commitment to diversity and to cultivating an inclusive and equitable school culture
- Understanding of the benefits, challenges, and demands that exist for faculty and students within a boarding school environment



**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

- Demonstrated ability to interact, build relationships with, and represent the school's interests among various constituencies, including students, faculty, and parents
- Strong interpersonal, facilitation, and communication skills
- Experience with developing and overseeing departmental budgets
- Strong leadership skills and ability to develop high-functioning team within Student Life Office
- A sense of humor, warmth, and a willingness to bring joy to the work
- Master's degree in a related field (preferred)

School Leadership



Michael Wirtz became St. George's 13th Head of School in 2023 after a seven-year tenure as Head of School at Hackley School in Tarrytown, NY. He began his career as a research scientist with Pfizer, Inc. before moving into education. In addition to Hackley, Mike worked at The Montgomery Academy, Concord Academy, and St. Mark's School (MA) in a variety of teaching and academic leadership roles. He earned his master's degree in Policy, Planning, and Administration from Boston University and his bachelor's degree in Chemistry from Ohio University.

St. George's school leadership comprises senior administrators, as well as the heads and directors of an array of departments who partner with the Head of School to set a visionary course for the school and oversee its day-to-day operation. The St. George's Board of Trustees oversee and are guided by the school's mission, as well as an abiding drive to help further distinguish and elevate the school. They have a strong and effective partnership with school leadership, as they establish ambitious goals and monitor the school's progress against them. The Board, composed mostly of alumni, is dedicated to the school and works to ensure that SG responds to change and adapts to challenges to ensure a vibrant future. The entire board convenes four times annually on the Hilltop.



To Apply

Interested candidates should submit a **resume** and **cover letter** to:

Rice Bryan

Carney Sandoe & Associates

rbryan@carneysandoe.com

and

Amanda Gastel

Carney Sandoe & Associates

amanda.gastel@carneysandoe.com

Please do not contact the school directly.



**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