



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – Dean of Girls (Grades 5+)

The Dean of Girls is a full-time, salaried position with a 12-month work schedule, beginning July 1, 2025. The Dean of Girls is one of the educational leaders of the school as a member of the Headmaster's administrative team. The Dean of Girls will assist the Dean of the Middle School and the Dean of the Upper School, and report to the Headmaster.

Position Overview

The Dean of Girls manages the behavior programs for grades 5+ and models how to establish strong, mutually respectful relationships with students and families. This position requires a visible presence in all areas of the school and is responsible for all issues relating to the well-being of the students during their time at the school or during school-sponsored activities.

The Dean of Girls's essential duties and responsibilities are as follows:

Leadership

- Assists the Headmaster in the recruitment and selection of applicants for faculty positions
- Establishes and maintains professional and cooperative working relationships with all members of the school community: parents, students, staff, neighbors, and supporters
- Participates as a member of the Headmaster's administrative team to advance programs and address problems in light of the school mission
- Assists the Headmaster in developing and executing orientation programs for students and parents
- Establishes programs and communication procedures to encourage committee participation, student organizations, community support and extra-curricular activities
- Prepares recess monitor supervision schedule
- Prepares lunch monitor supervision schedule
- Serves on IEP/RTI and special education committees
- Promotes and maintains a positive and effective school climate by ensuring that all interactions with staff, students, parents, and the public at large are prompt, efficient, helpful and friendly

Student Affairs Management

- Co-directs Citadel Life with the Dean of Boys in designing an overview of the year, overseeing the work of the citadel provosts, and managing the Citadel Cup competition
- Prepares and processes field trip requests for grades 5+
- Supervises any shuttle services between campuses
- Works with the Director of Fine Arts and Director of Athletics to schedule extracurricular events throughout the school year.
- Assists the Dean of Boys in organizing and supervising before-school and after-school car-line routines and procedures

Discipline

- Develops and maintains student discipline procedures following established guidelines
- Assists Headmaster in developing attendance and discipline referral and reporting procedures for campus-wide use
- Develops parental notification procedures
- Communicates and meets with parents regarding student conduct
- Maintains student discipline and follows through with documentation
- Meets with students who have received disciplinary referrals in order to determine disciplinary and/or remediating actions
- Supports teachers to resolve differences in communication with parents and students
- Supports teachers in building positive relationships with parents
- Observes middle school and upper school faculty on a regular basis throughout the year and offers feedback and support regarding pedagogy, instruction, and classroom management
- Develops and maintains the Academic Honor Code and meets with students who have received academic violations (plagiarism, cheating, etc.) in order to determine disciplinary and/or remediating actions
- Supervises the preparation of student enrollment and attendance report

Other Duties

- Appears routinely around the school and at many parent events
- May teach one or two classes in certified subject area as directed by the Headmaster

Qualifications

The Dean of Girls shall be a person who is well-organized, well-rounded, engaging, and who has the ability to interact joyfully with students, parents, and faculty. Additionally, strong candidates will possess:

- Ability and commitment to furthering the classical mission and vision of the school
- Ability to exercise excellent judgment and decision making
- Excellent problem-solving and negotiating skills
- Bachelor's degree at minimum; Master's degree preferred
- Ohio teacher license or the willingness to pursue licensure
- A minimum of five (5) years of experience as a classroom teacher or school administrator
- Demonstrated track record of success in teaching and leadership experience in a school setting

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and enrollment in the State Teachers Retirement System. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

Application Process

Applicants must submit the following in a single email to Job Search Committee:

careers@cincyclclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Statement of your educational philosophy (in 500 words or fewer)
- Resume/curriculum vitae
- Three professional or academic references. Please include email address and phone number for each reference.
- College/university transcripts. Unofficial transcripts are acceptable with the initial application. Official/sealed transcripts will be required if a job is offered.