

Dean of Students

The Dean of Students, with direction from the Head, is responsible for developing and maintaining policies, procedures and programs that create a positive school climate (culture) and that meet the personal and developmental needs of all the students of the division.

The Dean of Students leadership is essential in setting the “tone” of the division, animating the values of personal integrity, mutual respect, honesty, loyalty, fairness and commitment to community welfare. By modeling such behavior and expecting the same from students, faculty and staff, the Dean of Students assumes a highly visible role of mentor, guide and standard bearer for the school’s affective goals and overall mission.

Education and Certification Requirements:

- Master’s degree from a recognized U.S. or equivalent college/university.
- Valid administrative credential or 18 graduate credit hours in Educational Administration and supervision.
- Bilingual, English and Spanish.

Required Qualifications:

- Three-years successful teaching experience in the same level (K-6 for LS, 7-12 for MS & US).
- Experience as a teacher leader if none as an administrator.
- Experience in American–style curricula.
- Training and experience in PYP/MYP/IB Diploma/AP, as appropriate for assigned level.
- Exceptional educator with a demonstrable record of success teaching and advising students in the classroom, in the co-curriculum and/or in athletics.
- A leader committed to the personal and social development of young people.
- An effective decision-maker, a model of probity, fairness and consistency, capable of garnering early and continuing respect from students, faculty and parents.
- An interest and ability in program design and implementation, a mentor and guide.
- A good sense of humor, a skilled communicator, with the highest performance standards for him/herself, unafraid of challenge, hard work and long hours, appropriately ambitious.
- Competitive, confident, humble with a strong emotional intelligence.
- An experienced global educator with appropriate language and cultural expertise.

Essential Duties:

- Oversee the implementation and delivery of the curriculum and assessments.
- Responsible for the development and implementation of the student-advising program, providing oversight and direction to the deans and their faculty advising teams.



The American School Foundation®

Educating global citizens for a changing world

- Responsible for creating and executing an advising curriculum across the grades, which incorporates developmentally appropriate learning experiences focused on values clarification, ethics, decision-making, health and wellness, and community and social responsibility.
- Oversee the progress of all division students toward their successful completion of coursework for the diploma, monitoring grades and comments and working with the teachers to ensure appropriate compensatory interventions when necessary.
- Communicate with parents and faculty regarding individual student progress making use of frequent interaction with counselors.
- Responsible for student discipline, the accurate and clear communication of rules and regulations covering student conduct and standards of behavior, and the creation and effective implementation of a student honor code and a student judiciary committee or honor court.
- Oversee all student activities organizations and social events and appoints and supports faculty sponsors and club advisors, including the Activities Specialist.
- Typically oversees service learning initiatives.
- Oversees the school activities calendar and facilities scheduling.
- Responsible for the administration of an accurate and effective attendance system to ensure careful record keeping and timely intervention and communication with families and faculty members as necessary.
- The activities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.

Abide by ASF's Child Protection Code of Conduct which holds leadership to a higher standard as employees may bring cases of suspected child abuse to leadership directly, by-passing the counselor. Managers have a responsibility to implement, enforce, promote, monitor and evaluate child safeguarding and the school's policies with their teams and departments.

The Executive Director reserves the right to apply directly to the writers of open letters of recommendation, and to a candidate's prior professional contacts, for confidential statements. In the case of a "soft search" by a candidate, all care will be taken to maintain discretion with the candidate's current institution until the finalist stage.

Application Procedure:

Interested and qualified candidates must submit an ASF employment application through the link (<http://solutions.asf.edu.mx/application/>) and:

- Detailed Up-to-date resume or CV.
- Transcripts (unofficial copies are acceptable at time of application) from all degree-granting programs attended.

The American School Foundation, A.C.
Bondoquito 215. Col. Las Américas. México D.F. 01120.
Phone: (5255) 5227-4900 / Fax: (5255) 5273-4357
www.asf.edu.mx



- A detailed list of reference with up-to-date contact information.
- A one-page statement of personal educational philosophy and vision.
- Candidates will be interviewed by a select group of administrators, teachers, students and parents. ASF reserves the right to extend an offer to the right candidate at any stage, even prior to the application deadline.

Please attach files electronically while completing your application and select Dean of Students position. Finalists for the position may be invited to visit the School prior to a final selection of a Dean of Students who will begin service in July 2019.

Supervises: Teachers and others assigned.

Reports to and is evaluated by: Head of School. Shall be evaluated annually according to procedures established by school policy.

The American School Foundation, A.C.
Bondoquito 215. Col. Las Américas. México D.F. 01120.
Phone: (5255) 5227-4900 / Fax: (5255) 5273-4357
www.asf.edu.mx