



"The Island is our Classroom, the World is our Responsibility."

JOB OPENING:

Dean of Student Life and Athletics

Contract Type: Full-year administrator

Reports To: Head of School

Direct Reports: Assistant Athletic Director, Coaches, After School Personnel

POSITION DESCRIPTION:

The Dean of Student Life and Athletics ensures a sense of student belonging at GHCDs and looks after the wellbeing of all students. She/he oversees athletics, clubs, activities, community service, after school programs, and student events. She/he is responsible for the health and wellness curriculum at GHCDs; collaborates with the division heads on issues related to student discipline and attendance; and ensures strong communications with parents and strong connections with community resources across St. Croix, the territory, and beyond.

The Dean of Student Life and Athletics spearheads the school's efforts to instill our core values of Citizenship, Respect, and Integrity, and she/he plays an instrumental role on our Student Life Committee, one of our two primary faculty committees. She/he collaborates with faculty and the island community to further the school's mission and values and implement the school's mantra "The Island is our Classroom, the World is our Responsibility."

PRINCIPLES OF GOOD PRACTICE (per NAIS):

The Good Hope Country Day School Board of Trustees has adopted the National Association of Independent Schools' Principles of Good Practice for all areas of the school.

Principles relevant to the Dean of Student Life and Athletics include:

- [Athletics](#)
- [Educating for Global Citizenship and International Mindedness](#)
- [Equity and Justice](#)

The entire set of NAIS [Principles of Good Practice may be found here](#).

ESSENTIAL JOB FUNCTIONS:

1.0 Oversees student life at Good Hope Country Day School, focusing especially on Middle School and Upper School.

- 1.1 Chairs the Student Life Committee or oversees the chair of the Committee.
- 1.2 Works collaboratively with the Student Council advisor(s) and student members, providing direction and support for the Council's goals and activities.
- 1.3 Serves as liaison between faculty, students, and administration for all student related initiatives.
- 1.4 Oversees implementation of athletics, intramurals, clubs and activities, and most afterschool activities on campus (excluding After Care).
- 1.5 Ensures that school dances, class socials, movie nights, and other campus events take place regularly, safely, and in accordance with the school's mission, values, and code of conduct; and ensures good communications with students, parents, and employees about such events.
- 1.6 Serves as an administrator on campus during the school day and shares administrative duties for student-oriented evening and weekend events.
- 1.7 Plays an active role in special student events, including Opening of School events, Orange, White and Blue Day, Lower School Field Day, Prom, 8th Grade Celebration, and Graduation.
- 1.8 Manages budgets and financial resources for student life programs.
- 1.9 Works with the Advancement Office to support fundraising for student life.

2.0 Oversees Good Hope Country Day School athletics, ensuring that all students have opportunities to develop their mind, body, and spirit through sport.

- 2.1 Organizes, coordinates, and manages a broad range of after-school interscholastic and intramural athletic programs.
- 2.2 Communicates regularly and clearly with students, parents, and school personnel regarding athletic schedules, practices, events, and achievements.
- 2.3 For all school-sponsored interscholastic and intramural athletics programs, recruits, manages, develops, and evaluates coaches.
- 2.4 Develops and coordinates practice and game schedules, provides accurate rosters, ensures student eligibility, and supplies equipment to coaches for all athletics.
- 2.5 Arranges transportation for athletic events and practices, as needed.
- 2.6 Arranges officials for athletic events, as needed.
- 2.7 Oversees the purchasing, distribution, collection, cleaning, repair, and storage of all athletic uniforms and equipment.
- 2.8 Ensures the proper maintenance and security of all athletic equipment and facilities, fields, and courts, working in collaboration with the Director of Facilities.
- 2.9 Ensures the health and safety of all students in the athletic program.
- 2.10 Manages athletic department budget in a cost-effective manner.
- 2.11 Serves as liaison between GHCDs, other schools, and various local, regional, and national associations, including attending SCIAA meetings and clinics.
- 2.12 Maintains records of individual and team athletic accomplishments.

- 2.13 Maintains and updates GHCDS athletics manual.
- 2.14 Coordinates and supervises usage of GHCDS athletic facilities, including fields, gym, weight room, and (in collaboration with the St. Croix Dolphins) pools.

3.0 Manages student health and wellness education programs, in coordination with School Nurse and School Counselor(s).

- 3.1 Oversees and implements a comprehensive health and wellness curriculum for 4th through 12th grade students.
- 3.2 Maintains awareness of national and USVI trends in student behavior, health and wellbeing.
- 3.3 Develops education programs for students, parents and employees to learn about pertinent issues in student health and wellness, including such topics as social-emotional health, mental health, healthy relationships, drugs and alcohol, sex education, sexual orientation, gender identity, bullying, harassment, technology usage, and safety issues related to our island community.
- 3.4 Develops a strong rapport with 4th through 12th grade students, individually and collectively.
- 3.5 Makes himself/herself available to students in crisis and/or in need of support, referring students to the School Nurse, School Counselors(s), and/or outside professionals as needed.

4.0 Helps ensure student and campus safety.

- 4.1 Serves as an integral member of the safety and crisis management team.
- 4.2 Assists in coordination of school wide emergency plans.

5.0 Functions as an integral member of the administration.

- 5.1 Is a visible presence on campus.
- 5.2 Assists in the admission process by interviewing applicants for enrollment.
- 5.3 Assists the Head of School and the Deans in the hiring process for teachers and administrators, consistent with GHCDS's Guidelines for Hiring New Employees.
- 5.4 Together with the Head of School and the Deans, implements strategies to retain employees across the school.
- 5.5 Collaborates with other Deans in the production of the GHCDS Student Handbook(s).
- 5.6 Participates in strategic and campus master planning, as related to student life, athletics, and health and wellness.
- 5.7 Participates in planning activities and other administrative functions.
- 5.8 Coordinates and assists in the implementation of Parents Association events and initiatives.
- 5.9 Serves as an integral member of the safety and crisis management team.
- 5.10 Assists in coordination of school wide emergency plans.

6.0 Teaches one or more classes.

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7.0 Performs other duties as assigned by the Head of School.

ESSENTIAL JOB REQUIREMENTS:

Education:

- Bachelor's degree required. Master's degree preferred.
- Continuing professional development in student life, athletics, health and wellness, and/or related areas.

Experience:

- At least three (3) years of experience working with students, parents, and school personnel, preferably in school administration.
- At least three (3) years of experience coaching and/or managing athletics and student programs.

Required Skills and Attributes:

- Knowledge of best practices in student life, athletics, health and wellness, and/or related areas.
- Commitment to stay abreast of recent developments in topics related to student life, athletics, health and wellness, and/or related areas.
- Strong organizational, oral communication, and written communication skills.
- Ability to function well in a team and to work well with students, parents, coaches, and school personnel.
- Basic knowledge of First Aid and CPR, and commitment to ongoing First Aid and CPR training and certification.
- Creative and practical problem solving skills and strong interpersonal skills.
- Flexible and can work with minimal supervision.
- Integrity and good judgment.

Other Requirements:

1. Must be able to perform the physical duties of the position on the GHCDs campus.
2. Must demonstrate strong commitment to the mission and values of GHCDs.

ABOUT GOOD HOPE COUNTRY DAY SCHOOL:

Mission and Values:

Founded in 1964, Good Hope Country Day School is a 270-student, Nursery-12th grade, coeducational, nonsectarian independent school located on St. Croix, U.S Virgin Islands.

The school's mission is to "cultivate reflective, creative, and compassionate students who are critical thinkers prepared to excel in college and empowered to better their island and the world." The school's four key values are: Integrity, Respect, Scholarship, and Citizenship, and its mantra is "The Island is our Classroom, the World is our Responsibility." Learn more at www.ghcnds.org.

School Philosophy:

GHCDs-Values Good Hope Country Day School is committed to providing an outstanding education that recognizes the uniqueness of each child. Our comprehensive program balances academics, physical education, expressive arts, technology, and extracurricular and community service opportunities — on campus, across St. Croix, and beyond. We also strive to develop each student's social, emotional and physical well-being. Our experienced faculty members employ a variety of instructional approaches and model a desire for lifelong learning.

GHCDs values individual differences in our diverse, multicultural community. Our school also seeks to incorporate the amazing natural, historic, and other resources of St. Croix into our programs.

The school encourages active parent involvement to support and enrich school programs. We are committed to an on-going process of strategic planning to ensure continuous improvement across programs and divisions.

Accreditation:

Good Hope Country Day School is accredited by the Middle States Association of Colleges and Schools, the primary accreditation association for both private and public schools in a region that includes the eastern United States and the Caribbean.

Non-Discriminatory Practices:

Good Hope Country Day School is an equal opportunity employer and does not discriminate in recruiting, hiring, training, promotion, transfer, discharge, compensation or any other term or condition of employment on the basis of race, gender, color, age, creed, national origin, marital status, sexual orientation, gender identity or disability, or any other reason set forth in USVI or federal non-discrimination requirements, if the employee can perform the essential functions of the job, with a reasonable accommodation if necessary.

Job Descriptions:

This job description is not intended to be all-inclusive. Employees may perform other related duties as requested to meet the ongoing needs of the school. The Head of School may make changes in job descriptions and job titles from time to time, according to the needs of the institution.

Start Date:

The position will begin July 1, 2021. [The calendar for the 2021-22 school year may be found here.](#)

Compensation:

Administrative salaries depend on the complexity of responsibilities, and the experience, expertise, and education of the administrator.

How To Apply:

Interested candidates should send a cover letter, resume, and list of three references and/or letters of reference, to Ms. Kiomie Pedrini, Executive Assistant to the Head of School, at kpedrini@ghcde.org. The application deadline is **May 3, 2021**; the deadline may be extended if necessary.