



Middle School Dean

Seasonal Full Time

Organization Overview Horizons at Dedham Country Day School (DCD) is an award-winning program that helps build brighter futures for low-income children in the Greater Boston area. Modeled after the national Horizons Student Enrichment Program, Horizons' intensive six-week summer program is designed to prevent summer decline in academic performance and close the opportunity and achievement gaps. Working in partnership with Horizons families, sending schools in Dedham and Boston, and the host school, Horizons at DCD is committed to developing the whole child and offers activities that promote higher-level thinking and perspective, leadership development and boost self-efficacy – all while raising student aspirations and expectations for their lives. For more information about Horizons, please visit www.horizonsgreaterboston.org.

Position Summary Horizons at DCD is seeking a dedicated and effective Middle School Dean with a dynamic talent for creating exciting and enriching programming for Middle School students. We are looking for a talented, passionate, caring professional who will work as a team player to support this vibrant program, fulfill the Horizons mission, and create a joyous, inclusive, inspiring and educational culture. The Middle School Dean will work with a middle school team of six, a social worker, and will be supported by the Program and Executive Director. It is our hope that Horizons summer staff members will return to the program for more than one summer as we continue to work together, support our students, and build the program and the community.

Essential Job Functions: The Middle School

Dean will:

- Support a team of six teachers, including 3 ELA teachers, and 3 specialists
- Support and supervise Horizons' middle school "Choice" program
- Supervise middle school Interns
- Planning off-campus trips and on-campus enrichment programming

- Assist Program Director in day to day operations of campus wide programming
- Point person for middle school student support as needed (with support from social worker)
- Plan and implement the 8th Grade Graduation, and other on campus student activities
- Willingness to drive to and from local field trips.
- Work closely with lower school Academic Coordinator on any program wide initiatives

Qualifications:

- 3- 5 or more years working with middle school aged students
- Previous professional experience teaching middle school aged students
- Proven ability to relate well to diverse children and families, to plan and deliver engaging, programming for middle school students
- Knowledge and skill in classroom management, social emotional learning and specific strategies for developing children's non-cognitive skills such as focus, determination, and empathy.
- A strong passion for working with youth and a strong desire to help make a difference in the lives of low-income students.
- Excellent communication, interpersonal, organizational and time management skills. Leadership experience and ability to work as a member of a multi-disciplinary team.

The position is a seasonal full time during the six weeks of the program.

To apply please send resume, cover letter and three references to Gio Acevedo, Program Director
gacevedo@dcds.net

Horizons at Dedham Country Day School is an equal opportunity employer.