

**Stone Ridge School of the Sacred Heart (Bethesda, MD)  
Upper School Part-Time Assistant Dean of Students Job Posting**

Stone Ridge is seeking an Upper School Part-Time Assistant Dean of Students to begin August 1, 2017.

Stone Ridge School of the Sacred Heart, a member of the international Network of Sacred Heart Schools, is a Catholic, independent college preparatory school for girls, Grades 1-12, with a co-educational Early Childhood Program, Pre-Kindergarten, and Kindergarten. With over 700 students and rooted in the *Goals* of Sacred Heart education, Stone Ridge inspires young women to **lead and serve**, through lives of **purpose** that integrate **faith, intellect, community, social action, and personal growth** in an atmosphere of wise freedom.

The Upper School Assistant Dean of Students is responsible for supporting all facets of student life in the Upper School, in alignment with the Goals and Criteria of Sacred Heart Education, in concert with the Upper School Dean of Students. S/he enforces school policies and holds students accountable regarding minor disciplinary infractions. Working with the Upper School Dean of Students, the Upper School Assistant Dean of Students plans and coordinates student activities, including specific class events (e.g. Winter Ball and Prom), after school clubs, Student Community Governance, and Diversity Cultural Group programming. S/he serves as the Fourth Academic Class Dean, collaborating with colleagues to execute all events related to the 12th grade class. S/he is responsible for lunch supervision and helps the Upper School Registrar with regular attendance as well. S/he attends all faculty and employee meetings, fulfills other faculty duties, and maintains good communication with families, as needed.

The ideal candidate has experience working with teenagers, preferably in independent and/or Catholic schools and possesses a Bachelor's degree in a related field. In addition to a strong commitment to students and the ability to motivate in an engaging manner, s/he demonstrates excellent communication, organization, and execution skills. S/he is a strong collaborator with a balanced and team-oriented mindset.

Compensation includes salary commensurate with experience; this is a part-time position.

Applicants of diverse, underrepresented backgrounds are encouraged to apply. Interested candidates should complete the online employment application at <https://www.stoneridgeschool.org/srapplication>. As part of the online application, please upload a resume, list of references, and a cover letter to Corinne Fogg, Director of Curriculum and Professional Development, all in PDF format. The deadline for applications is May 1, 2017.