

Oxbridge Academy
Assistant Dean of Students

We value...

- Teaching what is worth learning with expertise and agility.
- Fostering personal discovery through guided choice within a deep, broad, and custom curriculum.
- Cultivating multidimensional experiences that integrate the fine arts, athletics and the academic disciplines.
- Building an intentionally diverse and inclusive community grounded in a culture of kindness.
- Engaging in meaningful partnerships with our local community and beyond.

Summary/Objective:

Oxbridge Academy, a non-profit, independent grade 6-12 school in West Palm Beach, Florida, seeks to hire a full-time, experienced Assistant Dean of Students. Employee is responsible for fostering an atmosphere conducive to learning. The employee will assist the Dean of Students in overseeing all issues pertaining to the experience and the well-being of students during their attendance at the school while understanding the Mission, Vision, Core Values, Employee Handbook, and other school policies of Oxbridge Academy, ensuring the adherence of these policies in performance, action, and self-conduct. This position reports to the Dean of Students.

Tasks/Essential Functions:

- Work with the Dean of Students to develop and manage academic and social policies, protocols, and practices to support student development, learning, health, and safety.
- Promote high standards and expectations for academic performance, student leadership, personal integrity, and community responsibility.
- Assist with the supervision of student government and class advisors in the performance of their duties.
- Assist with the supervision of club activities.
- Oversee student conduct and maintain student discipline under the Dean of Students' direction.
- Assist with the supervision of the advisory program.
- Address student infractions and maintain related correspondence with parents and other concerned parties.
- Exercise judgment in disciplining student behavior and school attendance.
- Counsel students when necessary, working closely with the school counselor.
- Ensure the health and safety of students on campus as well as in residential programs.
- Assist in coordinating new student orientation.
- Assist with scheduling special programs and events for the student body, such as assemblies and spirit activities.
- Assist with developing and implementing the Student Handbook.
- Keep the Dean of Students informed regarding student issues and campus life.
- Perform other duties as assigned by and in support of the Dean of Students.

Qualifications:

- Bachelor's degree in a related field
- 5+ years of experience in education and proven success as part of an administrative team
- Outstanding organizational skills
- Exceptional written and oral communication skills
- Dedicated to being a student advocate

- Demonstrated success as a confident problem solver
- Proven track record as an independent and goal-oriented team member

Oxbridge Academy is a non-profit, independent grade 6-12 school in West Palm Beach, Florida. Oxbridge Academy commits to being a community characterized by civility, respect, and trust; a school that fosters the virtues of discipline, perseverance, and responsibility. Oxbridge Academy is an equal opportunity employer, committed to diversity at all levels, and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability, or any other characteristic protected by law. Please email your resume and cover letter to hr@oapb.org for consideration.