Middle School Dean

The Middle School Dean will work closely with the Secondary Leadership Team in growing connections between faculty, students, parents, and administration. The Dean is responsible for monitoring and enhancing the engagement of students in the Middle School, and will act as the point person for student support and behavior in these grade levels. The Dean will serve as a member of the Secondary Leadership Team.

Core Duties and Responsibilities

- Work collaboratively in fostering a positive school climate that enhances community and the personal growth of students and faculty.
- Develop trusting relationships with students, families, and faculty.
- Actively monitor and support the academic and behavioral progress of the students in the assigned grade levels.
- Communicate and meet with parents, therapists, or other outside resources as necessary.
- Be a steady presence on campus for students in need of support, guidance, mediation, and behavioral intervention.
- With the Director of Secondary School and High School Dean, articulate the student discipline philosophy in the Secondary School, and ensure alignment of the student experience and school policies with this philosophy.
- Oversee discipline for students in the assigned grade levels, working closely with students and teachers, and with the support of the Director of Secondary School.
- Communicate clearly and in a timely manner with students, parents, and faculty regarding student progress, both academically and behaviorally.
- Monitor student attendance for students in the assigned grade levels and communicate with parents and teachers when concerns arise.
- Maintain accurate records of student conduct and attendance.
- Act as the point person for students with extended absences (due to medical or behavioral issues) and for students who enter Pilgrim new during the school year.
- Coordinate and lead regular grade-level meetings for each grade level assigned.
- With the High School Dean, supervise faculty in the monitoring of students during unstructured time and in shared spaces.
- Act as the point person in gathering and approving schedule requests for students in the middle school.
- Contribute to the planning of Advisory curriculum for the Middle School grades.
- Teach the equivalent of two classes in the Secondary School.
Position Requirements

- Master’s degree or higher in a relevant field is strongly preferred. Bachelor’s degree is required.
- Minimum of 5 years of teaching experience in a K-12 setting, and related leadership experience.
- Deep understanding of the unique developmental needs of middle school students.
- Knowledge and ability to develop and implement a responsive and restorative system of student discipline at the Middle School level.
- Knowledge and understanding of the complexity of systems, especially within schools, and the ability to design for and within systems to maximize success towards intended outcomes.
- Excellent managerial skills and ability to collaborate within and among multiple teams
- Superior skills in communication and technology, including outstanding writing and public speaking skills.

About Pilgrim School

Pilgrim School, founded in 1958, is a mastery-based, college preparatory school in Koreatown with an inclusive community serving Preschool through 12th Grade.

Our Purpose

To inspire and challenge students to better themselves and the world around them.

Our Anchors

Joyful Experience  |  Personal Attention  |  Focus on Mastery

Principles of Learning

The following principles articulate our core beliefs about learning, both for students and for faculty. We believe that:

1. Everyone is capable of learning.
2. Learners actively create their own meaning and knowledge.
3. Learning is a personal process that takes patience and time.
4. Learners engage best when they see value and purpose in what they are learning.
5. Learners thrive in a safe and stimulating environment where the opportunity to grow from mistakes is valued.
6. Learners benefit from opportunities to learn with and through others.
7. Learners succeed when they are empowered to make decisions about their own learning.
8. Learning is deepened when learners have multiple opportunities to reflect, self-assess, and use feedback to improve.

To be fully considered for this position, send a resume and cover letter to employment@pilgrim-school.org attention to Ryan Grady, Director of Secondary School. The total compensation range for this position is $75,000-$95,000 per year depending on experience and qualifications, including teaching salary and stipend for the Dean role.