

SPA Dean of Student and Families

Job Description

Position Description:

Job Title: Dean of Students and Families

Position Type: Full Time (year round)

Reports To: Headmaster

Start Date: Summer 2026

Job Summary:

Smith Preparatory Academy (SPA) is seeking a qualified Dean of Students and Families. Applicants should possess a vibrant Christian testimony demonstrating a growing relationship with Jesus Christ. Applicants should also fully support SPA's Statement of Faith and be excited about the great tradition of classical Christian education. The Dean of Students is instrumental in shaping the Christian culture of SPA, and as such, the ideal candidate will exude a love for children and a passion to spread the gospel. This position demands a humble leader and life-long learner who is able to deftly handle interpersonal conflicts, comfortable speaking before an audience, and who desires to nurture growth in both students and teachers.

Job Requirements:

- Bachelor's degree (Master's Degree Preferred)
- Previous experience in a school environment (preferably in a classical school)
- Familiarity with the classical model
- Strong written communication and interpersonal skills
- Strong organizational and leadership skill
- Proficiency in Microsoft Office Programs
- Experience in development and fundraising a plus

Job Responsibilities:

- Works with admissions to interview prospective families to determine and ensure a good fit with SPA
- Participate in leading tours for prospective families
- Communicate with parents, teachers, and administration so as to foster a culture of trust and openness
- Demonstrate a biblical model of work via punctuality, consistency, servant leadership, and modesty
- Assist in morning greeting and dismissal

- Oversee and consistently enforce student discipline in a biblical manner with a desire to help the child see the broader sin problem, point the child to Christ as the greatest need, and guide the child to pursue reconciliation with the offended party
- Refine discipline procedures in handbook and communicate those with faculty and families
- Establish, oversee, administer all student activities, including extra-curricular after school clubs, and summer camps/clubs
- Lead as head administrator over campus when the Headmaster and Provost are not available
- Work with Headmaster to implement and facilitate student leadership and discipleship opportunities
- Assist in convocation and graduation
- Establish regular Service Projects for all grade levels and facilitate their execution
- Complete projects and duties as assigned by the Provost or Principle

Other duties- In partnership with the Headmaster:

- Meet regularly with lead teachers
- Review progress reports and report cards for all lower school students
- Maintain a regular schedule of teacher supervision and evaluation (TBD)
- Ensure that staff and other resources are directed toward improving student achievement and mission accomplishment
- Evaluate the impact of resources and make recommendations for improvement
- Meet regularly with the School administrative team
- Review weekly lesson plans and newsletters
- Coordinate peer teacher observations