



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY *of* SCHOOLS

Job Title: Dean of the St. Agnes Upper School

Contract Period: 12 Month

Reports to: President of St. Agnes Academy-St. Dominic School

Calling: Are you a dynamic Catholic educator who is ready to inspire and lead our girls' Upper School (grades 9-12) as we continue on the path to greatness? If so, then St. Agnes Academy-St. Dominic School is looking forward to learning more about you and your goals.

The next Dean of the Upper School will be a tireless and innovative leader who will inspire and guide our caring and dedicated faculty as they develop our girls spiritually, intellectually, socially, and physically. SAA-SDS is on a journey to create global citizens who will set the world on fire through their humanity and compassion for others. We help each student discover and refine her unique gifts and recognize and attain the opportunities before her.

We are the preeminent single gender, faith-based school in Memphis. Rooted in the Dominican tradition, the St. Agnes Upper School provides young women an outstanding college preparatory education that prepares them to succeed in college and beyond. In a welcoming community our students learn what it means to connect academic endeavors with social justice principles, personal faith and a greater purpose. Our single gender developmental experience fully prepares our girls for the future they will live. Building and sustaining relationships are paramount in our close community. Our next Dean must completely embrace our mission, vision, culture and values. The successful candidate will put her indelible mark on our Upper School while working as a collaborative member of the school leadership team to foster long-term sustainable community-wide excellence.

Essential Duties and Responsibilities:

1. Work in conjunction with the faculty, staff, parents, students, and trustees to advance the school's Dominican Catholic mission, purpose, and vision.
2. Integrate the Dominican Charism into all aspects of school life.
3. Build a positive rapport and collaborate with staff, students, parents, alumni, and community members.
4. Establish a clear vision for the Upper School within the framework of our strategic goals and vision. Ensure all members of the community understand your action plan to include metrics for success.
5. Be the chief evangelizer for the Upper School vision, programs, and expectations.
6. Responsible for the Upper School's day-to-day operation, directing the instructional and non-instructional staff activities in the performance of their duties.

7. Recognize our school community's educational, physical, social, and psychological needs and develop plans for meeting these needs.
8. Observe, supervise, and evaluate the faculty in the development and implementation of the vision; supervise, review and evaluate curricular and extracurricular programs.
9. Oversee and direct department chairs, class sponsors, the sponsors of various student organizations and activities, and faculty committees.
10. Ensure compliance with government regulations; maintain the educational standards established by the State of Tennessee and accrediting organizations.
11. Make recommendations to the President regarding the hiring, retention, and assignment of faculty who fit our school culture and are excited to mentor and develop adolescent girls. Establish programs to orient new teachers and continue faculty growth.
12. Ensure Faculty and Staff carry out their duties with competence and professionalism and provide the best possible care to all students.
13. Connect and partner with our parents. Work with them to help their daughter grow.
14. Oversee extracurricular activities and the scheduling of Upper School events.
15. Counsel students on academic and extracurricular choices and social activities.
16. Oversee our Justice, Respect, and Peace program. Ensure our girls treat themselves and each other with respect and care.
17. Work as part of a large community team and coordinate with other school constituents.
18. Develop, manage and execute the budget for this department.
19. Perform other duties as coordinated with the President.

DESIRED QUALIFICATIONS

- Must be a practicing Catholic who openly lives by the tenants of Catholic social teaching.
- A Master's Degree in Educational Administration (preferred) from an accredited university
- Experience working with or teaching students, particularly in independent, private, or like-kind school settings.
- An appreciation of and commitment to girls' education and 21st-century learning principles.
- Effective communicator and collaborator. Comfortable working as a member of a dynamic and high-performing team.
- Experienced at managing a budget and projecting costs for educational initiatives.
- Proven leadership and teambuilding skills; an ability to reach out and develop community; creativity to create challenging, innovative, and exciting programming.
- Flexibility, energy, high expectations, a sense of humor, and the highest moral and ethical values.

I am looking for an energetic, people-oriented leader who wants to join our caring and diverse community as we build a prestigious educational program. Our team of dedicated, professional educators are ready and capable of creating the school we envision. Data will guide us. We will face challenges together. In the end, you will find great reward in working with an experienced team to prepare our students for their future. We are already doing so many great things. Together, we will take our school to new heights. You cannot be afraid of change or the work required to have our school realize its potential. You must view student development holistically as we form leaders and changemakers prepared to live a life of service aligned with the Dominican pillars of Study, Prayer, Community, and Service.

I look forward to getting to know you.

President Tom Hood

Competitive compensation and a full benefits package are available.

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

Candidates should email a completed application and their credentials (cover letter, resume, and a list of references) to humanresources@saa-sds.org. The position will remain open until filled.

St. Agnes Academy-St. Dominic School is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican pillars of Study, Prayer, Community, and Service. We prioritize all relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit - in a supportive faith-filled environment.