

Associate Dean of Students

Cranbrook Kingswood Upper School seeks a dynamic, growth-oriented, and enthusiastic educator for the new role of Associate Dean of Students. The Associate Dean reports to, supports, and works collaboratively alongside the Dean of Students, often serving as a proxy for the Dean of Students in a variety of situations. The individual is motivated to have a positive impact on the lives of adolescents and is passionate about supporting the physical and social-emotional wellbeing of our day and boarding population. The two deans prioritize and advance diversity, equity and inclusion and collaborate with adult and student leaders to ensure school culture and programming meets the needs of our vibrant student body.

The Associate supports the Dean of Students in upholding consistency and coordination of student programs, fostering community connection, promoting student growth and development, and celebrating diversity within the school community. The Associate is the point-of-contact dean on the Cranbrook campus, manages minor discipline scenarios, and takes the lead on attendance and dress code, calendar and event coordination, and works with public safety on parking and safety drill calendars. In addition, the two deans collaborate with Student Council and work together to coordinate school assemblies. Commitment to treating students as individuals within the context of a broader community is a critical component of all positions at Cranbrook.

Cranbrook is a PK-12 school with a vibrant boarding component in grades 9-12, allowing the school to provide teachers and administrators with the opportunity to live and work on our architecturally famous 319-acre campus. Adults engage students and support their development as members of a shared community. Eagerness to live among students and to engage them in the evenings and on the weekends as a part of an exciting residential program is an important component of this position.

The campus also hosts a Graduate Academy of Art, a Science Museum, and an Art Museum, which together comprise the Cranbrook Educational Community. The art and architecture that shape the campus are designed to complement the surrounding natural environment, making for a truly stunning campus. The campus is located about 10 miles north of Detroit. For more, please visit our website: www.cranbrook.edu, and [take an aerial tour of the campus](#).

This position requires a Bachelor's Degree, with a Master's Degree in related field strongly preferred; five or more years of experience in an independent school setting working with adolescents is desired; experience in a residential program a benefit; a clear commitment to professional development through courses and workshops, indicating a growth mindset around counseling and adolescents is needed. A cursory knowledge of school law and best practices for deans of students is beneficial. Working knowledge of Microsoft Office applications, Microsoft 365 is required, and a working knowledge of social media commonly utilized by teenagers is strongly preferred. Interested candidates should submit a curriculum vitae or résumé, a completed Employee Application, copies of undergraduate and graduate transcripts, statement of educational philosophy in relation to this position, and two or three letters of recommendation with contact information to: Cranbrook HR – Associate Dean of Students, P.O. Box 801, Bloomfield Hills, MI 48303, or fax (248) 645-3014, or email.humanresources@cranbrook.edu. Our Employee Application can be downloaded from the Employment Page of our website at www.cranbrook.edu