



BROOKLYN INDEPENDENT MIDDLE SCHOOL

Dean of Students and Academics

[2024 - 2025 SY]

Application Deadline March 15th

Founded in 2019 by two longtime educators, [Brooklyn Independent](#) was created to reimagine the middle school experience for students, families and staff. We're built to disrupt the NYC education system by offering a much-needed alternative for families searching for an elevated, personalized, diverse education experience for their children. We know kids and families deserve more than what is often offered in the public school system but understand that private school can be unapproachable. At BKI we fill that gap – not with the rigor or traditional structure that has become the norm – but with *care*. **We take an approach to learning that engages each individual student's curiosity, creativity, and humanity because we care to do things differently.**

The Opportunity

It is a very exciting time at BKI! Our leadership team is growing and we are looking for an experienced educational leader to join our team as the Dean of Students and Academics. The Dean of Students and Academics will work closely with BKI's Co-Founders and Principal to cultivate a thriving student and staff culture focused on joy, belonging and a love of learning. The Dean of Students and Academics will have an integral role at BKI both instructionally and culturally.

Culturally, the Dean of Students and Academics will support BKI's mission by being the model of our Restorative Teaching practices and approach to care in all aspects of the work. An ideal candidate for this role is an educational leader who is passionate and committed to reimagining school culture to promote learning, inclusion, and repair over the traditional systems in American schooling that perpetuate punishment, oppression and control. At BKI this looks like:

- Unwavering dedication to BKI students and an enthusiasm for middle schoolers unique developmental needs
- Leading our communities' work with Restorative Practices (founded on Morningside Center for Teaching Social Responsibility) and coaching/developing our communities' fluency in these skills with patience, empathy, care and optimism
- Collaborating with various BKI teams and outside consultants to develop professional learning that fosters an inclusive and equitable learning community
- Participating in the life of the school with an ownership of planning and leading cultural moments like Circle, Morning Advisory, etc.

- Holding yourself and our community accountable to our commitment to kids with an ability to lead crucial conversations around race, gender, identity and power

Instructionally, the Dean of Students and Academics will support BKI's mission by being a member of our Instructional Leadership Team. An ideal candidate for this role is an educator with a proven track record of student achievement and an enthusiasm for developing fellow teachers.

At BKI this looks like:

- Consistently learning and unlearning best practices for student engagement and achievement
- Observing teachers weekly or bi-weekly to provide insightful feedback around student engagement, class culture and learning
- Planning and facilitating weekly or bi-weekly meetings with teachers and BKI staff around culture, lesson planning, student achievement and family communication
- Participating in and leading professional development around school-wide goals and cultural/instructional areas of development
- Teaching (both whole class and small group) to support BKI students when needs arise

As a start up school we drive our own development and are looking for teammates that are excited to do that work alongside us! We want innovators and educators with an entrepreneur spirit to add to our growing community. This means we need teammates that are excited about building and executing at the same time. Teammates that have been the most successful in our founding community are self-starters who are always looking for ways to improve and are excited about taking on new projects and challenges.

A Typical Day as Dean of Students and Academics

7:30 - 8:30 - Pre-Student Arrival - This quiet time before student arrival is a chance to make sure that everything is set up for the day. During this time the Dean of Students and Academics will review email, respond to family inquiries, plan and prepare for individual student meetings, follow up with teachers about time-sensitive information and send meeting agendas.

8:30 - 9:05 - Student Arrival - The Dean of Students and Academics will be responsible for greeting students during arrival and ensuring students have a strong start to the day. This might mean pulling students from advisory that need an individual check-in, relaying information to grade level teams about student needs and observing advisories to ensure advisory curriculum is being used to set the tone for the day.

9:05 - 12:45 - Core Academic Periods - During the core academic time the Dean of Students and Academics will observe teachers and provide feedback on instruction and culture, meet with various teams and leaders including the Student Support Team and the Leadership Team to review school wide goals and monitor systems, host Restorative Conversations with students and communicate with families around academic and behavioral needs.

12:45 - 1:30 - Lunch/Recess - The Dean of Students and Academics will be responsible for ensuring the cultural success of our lunch and recess periods. This means attending lunch and recess to both build and foster relationships with kids but also ensure the systems are

strong during this time to foster student success. Occasionally lunch and recess might be used to have Restorative Conferences or individual accountability steps for students.

1:30 - 3:15 - Elective Periods - During elective periods the Dean of Students and Academics will be responsible for both monitoring elective teacher communication around student needs and meeting with teachers for coaching meetings. When not responding to student needs or facilitating coaching meetings, the Dean of Students and Academics will be responding to family communication and prepping various tasks such as advisory materials, Circle lessons or other weekly responsibilities.

3:15 - 4:00 - Student Dismissal/Post Dismissal - The Dean of Students and Academics will be responsible for supporting student dismissal and wrapping up all loose ends of the day. This could look like supporting our Operations Manager with any afterschool concerns or meeting with individual kids during advisory to review homework. Occasionally after school meetings or events will happen that the Dean of Students and Academics will need to attend or facilitate.

Who You Are

Our ideal candidates have an **unwavering commitment to equity work in the education space and the pursuit of student achievement and growth.**

Beyond that, you are:

Committed to Kids: You find joy and fulfillment working with middle schoolers. You pride yourself in knowing individual details about every child in the building and believe that trusting relationships are a crucial component of student achievement. You make time to hear about kids' weekends and never trivialize their feelings. When kids make mistakes, you always assume the best and look for ways to rebuild and repair - not punish.

A Family Advocate: You deeply believe that family partnership is the bedrock of strong school communities and pride yourself on being a bridge between school and home. You intentionally build relationships with families through frequent positive communication and are proactive to ensure families are the most informed and prepared to support their children during this unique developmental time. You feel confident including families in all aspects of restorative work and run towards signs of conflict with curiosity and compassion.

A Forever Teacher: You love the classroom and are excited by opportunities to teach kids. You approach teaching with a great deal of curiosity and always look for ways to improve your craft or the craft of people you coach. You believe that teaching is the highest calling and relish the opportunity to see classrooms in action. For you, instructional leadership is about collaboration with fellow educators and ensuring every teacher feels celebrated, challenged and supported.

Relentlessly Positive and Optimistic: You have a strong sense of humor and perspective that allows you to approach inevitable conflicts and difficulties with optimism. When faced with a problem, you can make space for the feelings that arise without succumbing to placing blame and always look to find solutions. You have an ability to manage the discomfort that often comes with conflict but believe it builds clarity. This trust in the process allows you to lead with hope.

Dedicated to Relationships: Relationships are an integral part of your professional life. You build community in your classroom, on your team and with families. People might say that this comes naturally to you, but you understand that this is very intentional work that is more than just being a “people person.” You acknowledge, value, and celebrate the identities and contributions of your community in all their forms.

Skilled at Communication: You know the importance of listening, asking questions and leading with vulnerability. You prioritize direct, compassionate communication over the absence of tension and seek to channel conflict in positive ways that leads to greater healing and wholeness for the community. You understand the importance of frequent and consistent communication and know that actions speak louder than words.

Strong Teammate: You recognize the interdependence of a team and realize that trust is demonstrating commitment, openness to feedback and accountability to each of your teammates. You are nimble enough to handle a founding school environment and can take initiative when needed. When the need to be flexible or adapt arises, it does not interfere with your ability to be successful and stay positive.

Required Qualifications

- An accomplished leader with 6+ years of experience in the classroom; 3+ years in an educational leadership role (dean, instructional coach, etc.)
- Experience as part of a founding school community or major school reform effort a plus
- A demonstrated track record of student achievement both as a classroom teacher and as a teacher leader
- Experience with Restorative Teaching practices (Morningside Center Teaching for Teaching Social Responsibility a plus) and passion for building liberatory systems in education
- Strong organizational and time management skills
- Strong knowledge of the current state standards and ability to translate standards into learning objectives
- Data driven educator with experience assessing student learning and developing plans to address student needs on a daily, weekly and quarterly basis
- Committed to family partnership through frequent phone calls, emails, texts and teacher-led meetings
- Understanding of differentiation and leveled supports both academically and behaviorally; comfort with designing and implementing individual student plans
- Commitment to professional growth and active participation in professional development/1:1 coaching focused on academic achievement, social emotional development, and social justice

Interview Process

We want our candidates to KNOW us when they join the team. That is why our interview process is more extensive but it means we can both say “YES!” with confidence:

- Phone screening (30 minutes)
- Performance task (3 - 4 hours in-person)
 - Demo Lesson
 - Observation of Classes

- Interview and Role-Plays
- Student and/or Teacher Conversations
- Interview Follow-Up and References (30 minutes)
- Board Member and/or Family Committee Chat (30 minutes)

Compensation

The starting compensation for this role is between \$80,000 to \$120,000. The starting pay will depend on various factors that may include but are not limited to professional experience, education, training and certifications.

Equity Statement

Brooklyn Independent is an equal opportunity employer and is committed to building a culturally diverse faculty and staff. BKI does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, veteran, or military status. We are committed to the inclusion of all qualified individuals in the hiring process. If you require reasonable accommodation(s) to participate in the application or interview process, please contact us mfallon@bkindependent.org.

How to apply

Please complete a short questionnaire and submit a resume at our website - <https://www.bkindependent.org/careers>