



# MADEIRA

## **Dean of Student Life & Culture**

McLean, Virginia

Start Date: July 1, 2021

### **Madeira Mission & Vision**

Launching women who change the world

Leading innovation in girls education

### **Dean of Student Life & Culture**

The Dean of Student Life & Culture is a proactive, effective, and visible educational leader for students, faculty, and staff who works to build a joyful and vibrant community and develops positive relationships with all constituencies within the Madeira community. The Dean of Student Life & Culture reports directly to the Head of School and is a member of the senior administrative team. The Dean of Student Life & Culture manages and oversees the Student Life & Culture Office, the Health and Wellness Center, the Class Deans, and works collaboratively with other members of the senior administrative team to serve and amplify the mission of the School.

### **Madeira History**

A brilliant visionary, Lucy Madeira founded The Madeira School in 1906 in rented houses on Dupont Circle. From the outset, her vision was clear that the School would offer a rigorous college preparatory program with the mission to give “systematic and thorough training in all subjects and to develop to the utmost the powers of each individual.” With this standard in place, Miss Madeira’s School came to life among the first institutions in America “to take women’s minds seriously.”

From the beginning, Lucy Madeira articulated the value of addressing the individual needs of students, a significant departure from the industrial model of education in place at the time. “Personal best” was established as the approach. Madeira teachers would encourage, embracing the importance of knowing and supporting each student’s individual growth. Neither rankings nor awards have ever been used to define success at Madeira. The commitment to “personal best” is pursued in the classroom, on the athletic fields, in the arts programs, and in civic and leadership opportunities befitting each Madeira student.

By the 1920’s, the School occupied a complex of ten row houses in Dupont Circle, and 178 students attended. The location of the School was purposeful: to be close to the center of the nation’s capital with its educational and cultural advantages and to have the countryside accessible as well. The School was incorporated as The Madeira School in 1929, and in response to the increasing industrialization of the city, the School moved to the Greenway campus, twelve miles outside of Washington, DC, in 1931.

Today, Madeira enrolls 320 students with a full complement of dormitories and classrooms, library and student center, riding and athletic facilities, located on a 376-acre campus with ropes courses, hiking trails, and easy access to the center of Washington, DC.

**The Campus and Location**

The 376-acre Madeira campus is breathtakingly beautiful: wooded, expansive, and multi-use. Its location just outside the District of Columbia on the Potomac River gives it both a rural and urban educational context. The original ten Colonial-style buildings on the campus, designed in the Colonial Revival style employed by Waldron Faulkner, the School’s first architect, are grouped around the Oval, a beautiful grassy area that ties together main campus.

**Madeira Students**

The School’s current enrollment is 320. Madeira prides itself on its commitment to diversity, equity, and inclusivity with 35% of the student body being students of color and representation from 22 different states and 35 countries.

Madeira girls stand out for their confidence, poise, and ability to articulate their ideas. Today’s students are motivated to contribute with distinction to their future. One long-time faculty member said it succinctly: “There’s no way to generalize about Madeira students, but one thing for certain: I’d want them in my lifeboat.” Being motivated to make a difference—and knowing how to do it—is a defining characteristic of a Madeira student.

Madeira awards over \$3.5M in financial aid annually.

**Student Life**

Madeira students lead and run more than 25 clubs, interest, and affinity groups that meet throughout the week. Some of these clubs include:

<ul style="list-style-type: none"> <li>• Amnesty International</li> <li>• Asian Pacific Islander Association</li> <li>• Astronomy Club</li> <li>• Best Buddies</li> <li>• Black Students Union (BSU)</li> <li>• Business &amp; Economics Club</li> <li>• Chinese Culture Club</li> <li>• Debate</li> <li>• FOCUS (Fellowship of Christians in Universities and Schools)</li> <li>• French Club</li> <li>• Girl Up!</li> <li>• Global Politics and Culture Club (GPCC)</li> <li>• GSA (Gay Straight Alliance)</li> <li>• Hands United</li> </ul>	<ul style="list-style-type: none"> <li>• STEM Club</li> <li>• Interfaith Club</li> <li>• Jews at Madeira</li> <li>• MAC (Madeira Arts Council)</li> <li>• Make-A-Wish</li> <li>• Maker Club</li> <li>• Middle Eastern Students Association (MESA)</li> <li>• Model UN</li> <li>• MAD Health</li> <li>• Sexual Assault and Consent Awareness (SACA)</li> <li>• South Asian Student Association (SASA)</li> <li>• Spanish Club</li> <li>• WEARTH (Worth-Earth – a community service club)</li> </ul>
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## **Challenges and Opportunities**

The Dean of Student Life & Culture will have the opportunity to design and cultivate a future-facing residential and immersive community – focusing on deep and meaningful student engagement, social-emotional learning, connection, and collaboration. The Dean of Student Life & Culture will also have the opportunity to collaborate with the Assistant Head to realign Madeira’s student disciplinary system to match a non-coercive and restorative approach, to re-imagine events and activities and more fully embed critical issues of Health & Wellness programming into the culture of the School.

## **Essential Duties and Responsibilities of the Dean of Student Life & Culture**

### **Leadership**

- Work with the Head of School to curate a joyful, equitable, and inclusive community while developing and managing social policies, protocols, and practices that serve to support student development, learning, health, and safety in non-coercive ways
- Promote high standards and expectations for student engagement, student leadership, personal integrity, and community responsibility
- Build a positive, supportive team environment, working collaboratively with other departments and leaders throughout the School.
- Provide leadership for student life programs and personnel; guide decision-making, approve budgets, and be informed of all major issues in these program areas
- Develop and implement an innovative residential life program that aligns with and embodies the School’s values and which results in a healthy student community
- Oversee Madeira’s evolving Advisory program and mentor/guide the Class Deans in curating a culture of belonging
- Work collaboratively with other Madeira departments as they overlap with student activities and services, including the Business Office, Development, Buildings & Grounds, Admissions, Security, and Athletics
- Manage, mentor, and supervise the Student Life & Culture office Health & Wellness Center, and Residential Life Program
- Oversee the student life calendar, start and end-of-year processes, and all operations related to student life
- Serve on the Admissions Committee, Health & Retention Team, and Safety Committee
- Model lifelong learning by attending professional development

### **Program and Project Management**

- Lead professional development and learning for campus residential staff and others as they participate in the Residential Life Program; ensuring the appropriate onboarding, training, and mentoring of all dorm related faculty and campus residents
- Oversee the non-academic life of boarding and day students, including dormitory life and the student activities and programs
- Facilitate ongoing student events and traditions for all grade levels
- Oversee revisions to official student forms, permission slips, policy acknowledgements, and the annual Student-Family and Staff Resident Handbooks
- Work collaboratively with the Head of School, the Dean of Faculty & Academics, and Human Resources to allocate campus housing

- Oversee the evaluation of each campus residential staff member on a yearly basis, providing feedback, mentoring, and counseling out of the residential life program as appropriate
- Oversee Dining Services in conjunction with the CFO
- Create and manage fall student orientation; participating in adult orientation, Parents' Weekend, Holiday planning, Room Draw, Graduation, and other Madeira events
- Oversee All-Student Meetings & Community Meeting Times
- Oversee student government elections and the selection process for other student leaders
- Prepare and maintain the School's master calendar of student events

### **Other Duties**

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. In addition, all Madeira employees are expected to execute duties and maintain standards in accordance with all Madeira policies and procedures.

### **Professional Qualities Sought**

Madeira is seeking candidates who can embrace, articulate, and promote Madeira's mission to launch women who change the world and have this mission reflected in the culture of Madeira. In addition to excellent communication and organizational skills, successful candidates will have many, if not all, of the following strengths and will have the ability to think creatively and strategically about the holistic student experience:

#### **Communication & Collaboration**

- Maintain clear and consistent communication about student life and culture with students, the Head of School, Senior Administrative colleagues, all faculty & staff, and parents.
- Navigate difficult conversations with diplomacy and appropriate sensitivity
- Work with the Communications Office to share important student life information to all constituents

#### **Professional Judgment**

- Ability to discern, communicate, and maintain appropriate professional boundaries
- Ability to balance the needs and values of the community with those of the individual
- Ability to exercise discretion when dealing with sensitive or confidential information
- Ability to maintain perspective and be reflective in challenging situations

#### **Organization**

- Strong organizational skills and the ability to maintain meticulous records
- Ability to use, evaluate, and establish effective digital systems

**Personal Qualities**

- Interest in and appreciation for adolescent development in residential and day school settings
- Positive outlook with a healthy sense of humor
- Caring and appropriate role model for adolescents
- Creative and flexible problem solver
- Confident and self-reflective
- Curious, continuous learner and joyful culture creator and sustainer

**Education and/or Experience**

- Minimum of five years working in an educational setting or with adolescents
- Previous classroom teaching experience and student life or academic leadership
- Boarding school experience
- Master's degree, certificate, or credential