



# DEAN OF STUDENTS

Ansan Campus

*Admin Role - Full Time*



**2026 - 2027**



**F VISAS OR KOREAN CITIZENSHIP**



**SPAS Applicant Pack**  
[www.stpaulscholars.com](http://www.stpaulscholars.com)



## ABOUT SPAS

Saint Paul American Scholars (SPAS) is a growing K-12 school that is designed to help teach young people to become responsible citizens and prepare students for college. That means that they must learn the key attributes of ethical behavior including courage, compassion, integrity, justice, truth, reason, fairness, respect, and honesty in addition to the core academic subjects.

A positive school climate is characterized by quality teaching by instructors and effective learning by students. This requires a safe environment for all who work in and attend SPAS along with an emphasis on citizenship and adherence to rules applied equitably and fairly to all in the Saint Paul Scholars community. We believe that parents are essential partners in the educational process and must be properly involved and accountable for the achievement and behavior of their children.

## Our Educators

**Believe in the Connection Between School, Student, and Parent:** Proactive communication, proactive collaborative efforts, and the dedication of time devoted to student progress in learning

**Align with a School Community's Effort to Raise a Child:** Cooperation with fellow-teachers, active engagement with the school's administration, keeping parents informed on goals for children

**Are Role Models:** Having mature character, outstanding ethical decision making, fairness, and equality for yourself to model for others

**Make Data-Driven Decisions:** Following collection: application of data and using data to make informed decisions for student learning and modifications to teaching

**Prove Social-Emotional Learning:** Understanding that the development of a child goes beyond academics and making full use of our Counseling system to support growth as well as implementing this mindset into the classroom itself

## ● OUR HIRING PROFILE ●

SPAS hires **educators**, and we are looking for candidates who consider themselves to be educators, not just teachers. This means, at their core, they want to know how else to support struggling students, how else to challenge excelling students, and why the students are performing on their levels. Educators' passion comes from hard work and effort to see a student not just survive, but thrive. Educators want to engage with other educators and stakeholders to support their students.

**Educators understand that education is NOT just assigning, collecting, and checking work. If you agree, we look forward to hearing from you.**

### What does it mean to be an educator at SPAS?

- Believing in the connection between school, student, and parent
- Aligning with a school community's effort to raise a child
- Making data-driven decisions
- Providing Social-Emotional Learning and aiding in child development along with academic lessons
- Being a role model to students and leading by example
- Communicating regularly with stakeholders on all levels

### What You Need to Prepare Before Applying:

- An updated resume that accounts for all experience relevant to the job posting
- A letter of introduction (preferred) specific to the role & to outline the strengths of your candidacy
- 3 letters of recommendation - one **must** be your most recent/current employer
  - Reference checks will be conducted during the recruitment and interview process

### Role Requirements:

- **Visa/Status:** **F Visa, or Korean Citizenship**
- **Background checks & work-related documents** based on nationality and country of origin
- Minimum of **2 years of experience in education at international programs or other school settings**
- **Bachelors Degree** or higher in Education or degrees related to education

### Your Experience:

Ahead of the interview, you will be asked to fill out a **screeners** about your educational experiences. This will help us to understand your background and how it applies to the fundamentals of our educational beliefs.

### Your References:

We check all references for verification. Candidates who are unable to provide references cannot be considered for an interview. Please note that your **current supervisor or mentor** must be included in your reference list.

### Your Interview:

SPAS designs interviews to make hiring decisions on the basis that they are **educators**. During the interview, we want to see the side of you that matches this design and aligns with our vision of education at SPAS.



## Role Description:

The initial contract for this role begins on **August 3rd, 2026** and ends on **August, 2027**. We will be starting interviews as we receive candidates either virtually, on GoogleMeet, with the School Principal and General Manager, or, preferably, in person. We will close the position once it is filled.

## Responsibilities Overview

- Supervising student discipline throughout the school
- Participation in PTCs/Parent Meetings
- Supporting the SPAS Positive Behavior Program/SPAS Houses
- Aiding in new student intake
- Overseeing student attendance management
- Supervising school events and summer duties
- Lead planning for calendar student events and field trips
- Attend and participate in faculty and staff meetings
- Take part in PTCs (Parent-Teacher Conferences) and speak/discuss with parents regarding their children
- Attend official SPAS functions as outlined on the calendar
- Supervising the schools ASA program
- College counseling on 1:1 student mentoring sessions for course selections, career and college goal monitoring, academic tracking and planning

This opening is for a **Dean of Students** position on our **Ansan Campus**.

- **Work Day:** 7:40AM - 4:40PM
  - *Once a week: -4:50PM for Staff Meetings*
- **Weekly Student Contact Hours:** Less than 8
  - **Class Hours:** 2, **ASA:** 2
- **Other Duties:** Lunch/Recess supervision
- **Contract Term:** Annual
  - *Renewable upon successful evaluation and mutual agreement*

## Reporting System:

- *Principal and General Manager*

SPAS is seeking an enthusiastic, energetic, and holistically-minded individual for this Dean of Students role. Strong candidates for this role should be motivated, highly organized, patient, and - if coming from a teaching role - have demonstrated an excellent positive and negative reinforcement system in their classroom management. Our ideal candidate will have previously held a leadership position in a **mid-level or entry level administrative role** - *Dean of Students, Counselor, Head of Department, Head Teachers, etc.* - and have experience in the classroom as a teacher. As a member of the administrative team at SPAS, our Ansan Dean of Students will work closely with the Ansan Principal and office administration for daily student related needs and concerns.



## Benefits

- Salary offer based on degrees and years of experience in education
- Insured with the 4 National Insurances
- Severance Pay
- Parent Tuition Support for Enrollment at SPAS
- Generous PTO
- Housing Support & flights for foreign hires
- 3/5/7 Year Renewal Bonuses

**Q: Where can I learn more about each campus?**

A: Please visit our website at [www.stpaulscholars.com](http://www.stpaulscholars.com)

**Q: Is SPAS an IB school?**

A: No, SPAS is based on the AP curriculum and American-based standards for daily lessons. We utilize NGSS, Common Core, and AERO for our core subjects.

**Q: How does the administration communicate with teachers?**

A: The staff has weekly meetings throughout the month. Twice a month, these meetings are with the leadership of the school, where school-wide reminders, events, and updates are given. Twice a month, teachers also have the chance to meet as PLCs (professional learning communities), and discuss classroom-level issues, plot solutions for students in need, and review relevant data. SPAS also uses the google platform for internal conversation and communication.

**Q: Where can I find answers to day-to-day questions?**

A: In addition to our educational leadership, there is an office of administrative staff with a number of roles. We have a full list of Roles and Responsibilities available for teachers for easier access and identification to connect with the right person.

**Q: Are there rules I will need to enforce every day?**

A: Yes, we ask that all teachers monitor student behavior throughout the day as we believe it takes a whole community to raise a child. Homeroom teachers will be responsible for collecting phones every morning and taking morning attendance. All teachers are responsible for attendance for their classes throughout the day. We also have expectations concerning uniforms for students, and non-uniform apparel is not allowed.

**Q: What are the students like?**

A: Our students are inquisitive and friendly.

**Q: How should I dress?**

A: From Monday - Friday, all teachers and staff are expected to dress in business casual apparel - collared shirts, blouses, trousers, long skirts, etc. Fridays are casual days. However, teachers are not allowed to wear shorts, tank tops, or clothing that is too revealing or inappropriate around students.

**Q: Will I have my own classroom? Is there a teacher's office?**

A: Homeroom teachers will be assigned a classroom. In some cases, elective teachers may be asked to move from classroom to classroom.

**Q: Are there after-school activities?**

A: Yes, and we are eager to see your contributions to our ASA schedule. We would like to see you share your hobbies and interests for the students to join and build an additional, fun learning experience.

**Q: Do we work on weekends?**

A: No.

**Q: Do we have field trips?**

A: Yes, we arrange field trips for teachers and students twice a year.

**Q: How many holidays are there?**

A: Korean holidays mainly take place in autumn, and then again sporadically from January onward. SPAS has a Winter Break of two weeks and a Spring Break of one week in addition to the Korean holidays as well as days in the summer.



**“SPAS inspires our students to possess global mindedness, be critical thinkers, and mutually respect others”**

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