

# VACANCY ANNOUNCEMENT

## POSITION

High School Dean of Students

## STARTING DATE

SY 2026-2027

## GENERAL DESCRIPTION AND RESPONSIBILITIES

Ruamrudee International School seeks a compassionate, student-centered Dean of Students who promotes a culture of safety, belonging, accountability, and positive behavior. The Dean plays a key role in prevention, early intervention, restorative practices, and student support coordination, while working daily with the Principal, Assistant Principal, and counselors.

The Dean leads Tier 1–2 discipline, restorative practices, monitors attendance and communicates with students and parents around attendance concerns, student supervision during non-class times (detention, in-school suspension), Link Crew, and contributes to creating a safe school climate. Major disciplinary decisions remain with the High School Principal and Assistant Principal.

This position requires discretion, collaboration, strong communication, and a deep understanding of adolescent development and student well-being.

RIS is committed to child safeguarding and expects all staff to uphold all policies and procedures.

### Key Responsibilities

#### 1. School Climate, Well-Being & Positive Behavior Systems

- Lead the school's **positive behavior system**, creating proactive Tier 1 structures, recognition routines, and consistent expectations.
- Co-lead efforts with the **Principal and Assistant Principal** to maintain a **safe school climate** and shape a positive, inclusive student culture.
- Monitors and shares well-being indicators such as attendance trends, behavior patterns with the counselors and coordinates timely interventions with support teams.
- Support the Principal and Assistant Principal with communication and follow-through for schoolwide student-life initiatives.
- **Lead Link Crew**, the freshman orientation and student culture-building program. (Lead role)

#### 2. Restorative Practices, Early Intervention & Student Support Coordination

- Lead restorative conversations, mediations, and re-entry planning for students following conflict or minor infractions.
- Partner with counselors to ensure restorative strategies are developmentally appropriate and emotionally supportive.
- Participate in **Student Support Team (SST)** meetings to align academic, behavioral, and well-being interventions. (Support role)
- Ensure restorative plans align with IEPs, Student Accommodation Plans, and broader student support frameworks.

#### 3. Discipline & Accountability (Tier 1–2 Lead)

- **Lead** Tier 1 and Tier 2 discipline, handling minor behavior concerns, relational conflicts, classroom challenges, and accountability routines.

- Co-lead communication and alignment of discipline messaging with the Principal and Assistant Principal.
- Elevate Tier 3 cases to the Assistant Principal or Principal with clear documentation, recommendations, and restorative considerations.
- Ensure discipline processes are educational, restorative, consistent, and anchored in school values.
- Lead **student supervision** for flex, detention, and in-school suspension spaces.
- Lead **after-school detentions** (until 4 p.m.) ensuring an intentional blend of reflection, restorative work, and task completion.
- Lead **in-school detention / in-school suspension**, emphasizing skill-building, reconnection, and restorative tasks.
- Coordinate with teachers and counselors to ensure students completing detentions or restorative tasks have academic and well-being follow-up.

#### 6. Attendance Monitoring

- Monitor attendance and communicate with students, parents and counselors when there is a concern about the frequency of absences.
- Maintain records of students who complete attendance recovery classes and communicate with relevant teachers as needed.
- Communicate with parents, students, counselors and administrators about loss of credit due to attendance.

### NECESSARY SKILLS & EXPERIENCE

- **Strong relationship-building skills** with adolescents, families, and faculty.
- Demonstrated experience with **restorative practices**, conflict resolution, and student behavior support.
- Working knowledge of **adolescent development, SEL, and preventive well-being systems**.
- Ability to navigate **child safeguarding** procedures and respond appropriately to concerns.
- Clear, compassionate communication skills and the ability to handle sensitive situations professionally.
- Experience collaborating with **counselors, support services, and administrators** on student cases.
- Strong organizational skills, documentation habits, and follow-through.
- May include teaching a class, depending on experience and student needs.

### QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree required; certification in counseling, teaching, educational leadership.
- Preferred qualifications include a master's degree in School Counseling, Counseling, Educational Leadership or Administration, Psychology, Social Work, or another education-related field focused on student services or well-being.
- Minimum of four years of experience as a counselor, administrator, or in a similar student-support role. If not, we would consider someone with 5 years teaching, preferably in an international school environment.

### CONTACT

nathanm@rism.ac.th