



POSITION TITLE	Dean of Studies
EMPLOYMENT STATUS	Temporary, Contract – Summer 2025
TIME FRAME	The Summer Challenge: June 22, 2025 – July 11, 2025 The Capstone Experience: July 13, 2025 – Aug 1, 2025
LOCATION	The Master’s School, Dobbs Ferry, NY

SEEDS – Access Changes Everything (formerly New Jersey SEEDS) is a privately funded, statewide, nonprofit organization dedicated to providing educational opportunities to academically talented, financially limited students. SEEDS works with competitive, primarily independent, secondary schools to provide opportunities for highly motivated, academically qualified, and economically disadvantaged students.

The Summer Challenge Program (SCP) welcomes approximately 130 New Jersey students each year. SCP is a residential program held on a boarding school campus and consists of daily classes in English, Math, and History for three weeks during the summer following 7th grade. At the completion of the three weeks, selected students are invited to continue with the Scholars Program and participate in a twelve-month program of classes, retreats, workshops, and events.

The Capstone Experience (Capstone) is the final phase of the 14-month Scholars Program, engaging approximately 95 SEEDS Scholars in academic enrichment. Capstone is a residential program held at a boarding school campus. The program consists of daily classes in English, Math, Science, and History for three weeks during the summer after 8th grade. Scholars also participate in a variety of elective classes, leadership development workshops, and sports activities as they prepare for the transition to independent school life.

POSITION DESCRIPTION

The Dean of Studies oversees and manages all academic related affairs as they relate to teachers and Scholars. The Dean works closely with the Head of School (Programs Officer), Dean of Student Advisement & Residential Life, and the Dean of Student Advisement to ensure all College Scholars are meeting the program requirements and student concerns are being addressed.

PRIMARY RESPONSIBILITIES

- Participate in pre-planning meetings in the spring and wrap-up meetings in late summer/early fall (dates to be determined)
- Attend a three-day pre-summer training beginning June 18*
- Manage schedule for the academic program and for individual faculty members
- Coordinate, schedule, and lead faculty meetings 2-3 times per week
- Direct and manage the Study Hall program for Scholars
- Oversee submission of mid-session and final progress reports by teachers for all Scholars
- Manage teacher substitution needs when applicable
- Handle distribution and collection of all textbooks and materials
- Supervise teachers and work in collaboration with all Deans and Student Advisors
- Visit classrooms on a regularly to observe teachers and track progress
- Assess faculty members and evaluate faculty at the end of the program
- Track academic progress of all Scholars and report any concerns
- Attend daily check-in meetings with Deans + Programs Officers

EXPERIENCE AND SKILLS

- Master's degree in Education or a related field a plus
- Excellent project management skills
- Excellent analytical thinking and problem-solving skills
- Clear and consistent oral and written communication
- Must have an understanding of SEEDS, its mission, and program offerings

ADDITIONAL EXPECTATIONS

- Be accessible throughout the academic day
- On-site resident for the length of the entire program
- Review, correct and comment upon written assignments when substituting
- Additional duties as needed

STIPEND

- \$7,200 subject to tax withholdings
- Room and board provided

Those interested in applying should send a cover letter and resume with the subject line as "Dean of Studies – Scholars Program – Summer 2025" to the following email address:

jobs@seedsaccess.org

NO PHONE INQUIRIES