

Upper Division Academic 9/10 Dean

Berkeley Preparatory School

Tampa, FL

Berkeley Preparatory School - a school free of government interference located in beautiful Tampa, Florida.

Founded in 1960, Berkeley Preparatory School is an independent, co-educational, Episcopal affiliated college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12. Notably, the school operates completely free of interference from state and local governments. Employees at Berkeley are amongst the most well-compensated in the industry and are supported assiduously in tangible and intangible ways.

At Berkeley, we seek to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and enjoying a myriad of co-curricular opportunities.

The tax advantages of living in Florida are significant, and the Tampa Bay region offers an incomparable lifestyle replete with sunshine, year-round outdoor activity, and rich culture. Safe and easy to navigate, Tampa Bay is a wonderful place to make a life.

Upper Division Academic Dean - Grades 9-10

Berkeley's Upper Division seeks to add an Academic Dean: Grades 9-10 for the 2025-26 school year. The 9th and 10th Grade Academic Dean is an integral member of the Upper Division academic leadership team. Working closely with students, faculty members and parents, he or she is the academic 'overseer' of approximately 40 students in the 9th and 10th grade classes respectively (for a total caseload of about 80 students).

Specific responsibilities include, but are not limited to:

- Advise individual students on course selection, study techniques, time management, and general counseling
- Manage parental expectations while serving as a liaison and advocate for the parent-school partnership

- Facilitate communication between faculty and individual families, including matters of student academic planning and performance
- Attend the weekly meeting of the counseling team (deans of students, academic deans, college counselors, personal counselor and associate director)
- Work in close collaboration with the other 3 Grade 9-10 Academic Deans, the learning support specialist, and the personal counselor.
- Play a key role (with others) in helping ensure that each student is known, nurtured, and well and that no student 'falls through the cracks'
- Serve, as needed, on the Admissions Committee, reviewing applications, interviewing candidates for admission, and/or participating in Admissions Committee conversations
- Support the transition of new 9th and 10th grade students and families into the upper division community, including meeting individually with students and parents to discuss course selection and progression
- Serve as advisor to the 9th and 10th grades classes and work closely with class officers to complete projects, facilitate communication with students, and run class meetings

* Teach one academic class in the appropriate department

Qualifications & Competencies

Strong candidates will have a minimum of a Bachelor's degree and they will:

- Find joy in working with adolescents and in school life; be able to listen, reflect, connect, and see potential in every student.
- Show a commitment to engaging with and learning from people with diverse backgrounds and experiences.
- Value being a team player in a collaborative office environment.
- Work with discretion and the highest ethical standards in dealing with students, parents, and colleagues.
- Respond with energy and empathy to the needs of students and families.
- Be skilled at supporting and managing highly engaged and aspirational families.
- Demonstrate excellent organizational, analytical writing, and public speaking skills.
- Serve as a leader in the Upper Division Community.
- Engage with a healthy sense of humor, warmth, patience, confidence, and professionalism.
- Thrive in a high-energy community that values the partnership with students and families.

Compensation and Benefits:

The appointment is available July 1, 2025. The position is a full-time, 12-month, salary, exempt position and eligible for full benefits as well as generous vacation time in the summer. The compensation package will be very competitive nationally and commensurate with experience, degree attainment, and the national independent school and college markets.

Interested Persons:

Select [here](#) to apply now.

All inquiries and nominations are kept confidential.

Berkeley Preparatory School does not discriminate on the basis of age, sex, religion, race, color, sexual orientation, gender identity, genetic information, disability, national or ancestral origin, or any other status protected by law, in the administration of its educational policies, scholarship programs, athletic programs, and other Berkeley-administered programs, or in the administration of its hiring and employment practices.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.