2015 Application Materials for Educators Applying for the Position of **Dean of Students**
Teaching Session: June 10-July 24, 2015

### Submitting an Application to Teach at Aspire

**Phase 1: Written Application**
To begin the process, you must send a written application, a resume, list of references, and an official college or university transcript to the Aspire office. The review process begins as applications are received. The application deadline is **February 6, 2015**.

**Phase 1: Checklist (materials due in the Aspire office by 2/6/2015)**
- [ ] Written Application
- [ ] Resume
- [ ] List of Professional References
- [ ] Official College/University Transcript

**Phase 2: Interviews (February & March)**
Some candidates are selected as finalists and are invited to interview either over the phone or in person. These interviews are scheduled in advance and typically last about 45 minutes. In some cases, a second interview may be scheduled.

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**Aspire Program Calendar 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 6</td>
<td>Dean of Students application materials due</td>
</tr>
<tr>
<td>February 9-March 9</td>
<td>Interviews</td>
</tr>
<tr>
<td>June 12-17</td>
<td>Faculty and Staff Orientation</td>
</tr>
<tr>
<td>June 18</td>
<td>Opening Day for Students</td>
</tr>
<tr>
<td>July 3</td>
<td>Program Closed for Fourth of July</td>
</tr>
<tr>
<td>July 23</td>
<td>Closing Day for Students</td>
</tr>
<tr>
<td>July 25</td>
<td>Closing Day for Faculty</td>
</tr>
</tbody>
</table>

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The Aspire Program
Hathaway Brown School
19600 North Park Blvd.
Shaker Heights, OH 44122
216-320-8776 (phone)
aspire@hb.edu
www.hb.edu/aspire
What to Consider When Applying to Teach at Aspire-Dean of Students

Commitment:
Candidates must be available to work the entire session, Monday through Friday from 8:15 a.m. to 4:30 p.m. Special considerations cannot be made to accommodate other camps, practices or programs whose date/time requirements conflict with Aspire. The program runs from June 10-July 24, 2015. (Aspire is closed July 3rd for the Fourth of July.) Attendance at two or three evening events during the summer is also required. Participation in one Saturday retreat on June 6, 2015 is also required.

Eligibility:
The Dean of Students position is open to current graduate students who are pursuing advanced degrees in Education, Social Services, Non-profit management, Visual/Performing arts or other related fields or to early career educators with 1-3 years experience. A passion for working with young people, significant mentoring and leadership experience are preferred qualifications for this position. This position is best suited for a young educator who is interested in careers in education beyond the classroom.

Compensation: $3,000.

Description of the Dean of Students Position

Aspire is seeking a responsible, creative individual for the position of Dean of Students. The Dean of Students will oversee all aspects of student participation during the summer session, establishing a tone that encourages the highest level of engagement from Aspire students.

You will be responsible for:

- Creating, leading, supervising and supporting a series of community activities (including morning meetings, choice periods, talent show and other similar events)
- Assisting the Director with facilitating matters regarding student life (mentoring, achievement, attendance, behavior, health/safety)
- Collaborating with teachers and two faculty deans to address student issues, reporting to Director
- Building community by setting the overall tone of the program for students
- Communicating program expectations and consequences to students
- Handling altered schedules, working with the Director to discuss the logistics of the day and week
- Overseeing field trips and special events (some evenings and overnights required)
- Monitoring lunch periods and snack

The Ideal candidate will have:

- Teaching and/or youth development experience
- Familiarity with Aspire or other innovative middle school programming
- Strong leadership, problem solving, and management skills
- Ability to work on a team and support the overall mission of the program
- The ability to take both direction and initiative; a self-starter who is a strong team player.
- Understanding of the challenges facing middle school girls with limited opportunities
- Strong organizational, public speaking, writing and computer skills
- Creativity and energy to work in a flexible and fast-paced environment
- Insightful approach to community issues and the ability to identify multiple solutions;
- Bachelor’s Degree required.
DEAN OF STUDENTS APPLICATION 2015

Due February 6, 2015. Type or print neatly in black ink. Please submit your completed application and all supporting materials to aspire@hb.edu.

Section 1: Applicant Information

Part A: Contact Information

Name __________________________________________________________

Are you authorized to work in the United States? (circle one) Yes / No

Primary Address

___________________________________________________________________________________

Phone 1 ___________________________ Phone2 ___________________________

Email ____________________________________________________________

Are you currently enrolled in a graduate program? (circle one) Yes / No

Graduate School ___________________________________________________

Program of Study ___________________________________________________

The Aspire Program is interested in working with a diverse population. Please check the box(es) that most accurately reflects the racial or ethnic group with which you identify. We recognize that this list is not all-inclusive and hope that you will use “other,” when appropriate.

- Asian American
- Hispanic/Latino/Latina
- Black
- Other
- Chinese
- Caribbean
- African
- Biracial/Multiracial
- Japanese
- Central, South American
- African American
- Caucasian, White
- South Asian
- Mexican, Chicano/Chicana
- West Indian, Caribbean
- Native American
- Korean
- Puerto Rican
- Other
- Pacific Islander
- Other
- Southeast Asian
- Other
- Other

Have you ever applied to work at Aspire? _________ If so, when?__________________________

Part B: Resume
Include a current resume which describes your teaching experiences, employment opportunities, qualifications and hobbies.

Part C: References
Indicate names and phone numbers of at least three people who can speak about your work as a teacher and colleague.
Section 2: Personal Responses (Please attach your responses to your completed application)

1. Why do you want to serve as the Dean of Students at the Aspire Program?

2. Describe the graduate program in which you are enrolled or your current professional experience and discuss how what you are learning/doing will uniquely support your success as the Dean of Students at Aspire.

3. Describe a time in which you facilitated relationship building for a group of people. What was the outcome of your approach?

4. Two young students come to you because they have noticed bullying of another student in their class. Describe how you would handle this situation.

5. At Aspire, we begin each day with thirty minute morning meetings. Provide a detailed outline of a meeting that you would organize (including a schedule of how the time will be spent) and explain the rationale for your choices.

6. What do you think are the most important qualities of character for middle school girls to master and why?

Section 3: Disclosure of Misconduct

Have you ever been convicted of, or is any charge now pending or expected to be brought against you for, any crime other than a minor traffic violation? _____

Have you ever, at any academic institution, been in other than good standing because of academic deficiencies, been censured for misconduct, or been the subject of disciplinary proceedings? _____

If you answered yes to either of the above questions, please attach a written explanation to your application.

Section 4: Signature

My signature below indicates that the information I have provided is complete, factually correct, and honestly presented.

____________________________________  ________________
Signature                                      Date