



BROWNELL TALBOT

Job Posting: Dean of Lower School

Location: Brownell Talbot College Preparatory School; Omaha, NE

Position Type: Full-Time; 12 months

Start Date: July 1, 2025

Application Deadline: January 31, 2025

About Us:

Brownell Talbot, founded in 1863, is a Nebraska state-approved preschool through grade 12 school. We are a member of the National Association of Independent Schools (NAIS) and the Independent Schools Association of the Central States (ISACS) and are accredited by Cognia. Brownell Talbot is an exciting environment for professionals who like to be part of a supportive team of dedicated individuals who thrive on the challenges and rewards of working with an active community. Brownell Talbot fosters an educational environment that is inclusive and accepting of diverse individuals and viewpoints.

Ignite Young Minds: Be the Spark as Dean of Lower School

Are you a visionary educator with a passion for nurturing young learners?

Brownell Talbot College Preparatory School seeks a dynamic and inspiring **Dean of Lower School** to lead our vibrant and innovative Lower School program. This is an extraordinary opportunity to shape the future of young minds and leave a lasting legacy.

Position Summary

The Dean of Lower School is a 12-month position and reports directly to the Head of the School. They serve on both the Academic Leadership Team and the Administrative Team. The Dean of Lower School is the immediate supervisor of the Lower School faculty members and is responsible for all activities involving students and faculty within the Lower School.

The responsibilities of this role include, but are not limited to, the following:

- **Elevate Learning:** Oversee a rigorous academic program that fosters critical thinking, creativity, and problem-solving skills.
- **Student Development:** Nurture well-rounded students who embody our school's values of respect, integrity, and compassion.
- **Cultivate a Culture of Belonging:** Promote a positive and inclusive school climate that supports all students' social and emotional well-being, particularly young children.
- **School Operations:** Optimizing school operations to empower teachers and students."
- **Lead with Excellence:** Mentor and develop a talented team of educators, inspiring them to deliver exceptional instruction.
- **Partner with Parents:** Build strong relationships with families, fostering a collaborative and supportive community.

Qualifications:



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- Master's degree or higher from an accredited college or university.
- Valid NE Teaching certificate and Administrative Endorsement or the ability to obtain one with the appropriate endorsement(s).
- A proven track record of success with five years or more teaching experience and three years or more administrative experience.
- Experience in student behavior and discipline.
- Private or independent school experience (desired).

Personal Qualities:

- Possess a positive attitude.
- Excellent written and verbal skills.
- Strong organizational skills.
- Proven success within a work setting requires collaboration, cooperation, and collegiality.

Physical Requirements:

- Able to sit, stand, type, twist, bend
- Able to use telephone and computers
- Able to lift 25-50 lbs.

Note: This job description is intended to accurately reflect the position's duties, responsibilities, and requirements. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

Strong candidates will support the school's **Mission:** *Every student. Every mind. Every heart. Known. Inspired. Challenged.* They will have enthusiasm for the **Vision:** *A compassionate community of diverse learners empowered and determined to reach their unique potential and positively impact the world.* And they will embody the school's **core values.** *We value*

- **Compassion:** *We believe in considering the unique needs of others; we show compassion by seeking to understand with genuine care, and we build a sense of belonging for everyone.*
- **Respect:** *We believe in treating everyone with dignity; we show respect by valuing ourselves and others through our words and actions and taking great pride in our school.*
- **Responsibility:** *We believe we are capable; we show responsibility by meeting expectations, finding solutions, and giving our best to each other.*
- **Integrity:** *We believe in doing the right thing; we show integrity by keeping commitments and telling the truth, even when it's not easy.*

Brownell Talbot College Preparatory School does not discriminate on the basis of race, color, religion, gender identity, age, disability, marital status, sexual orientation, or based on any other status protected under local, state, and federal law in admission or access to, or treatment of employment or educational programs and activities.

Why Brownell Talbot College Preparatory School?



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- Supportive and Collaborative Leadership Team and Faculty: Join a close-knit, experienced team of leaders and educators who are committed to personal and professional growth.
- Innovative Curriculum: Work with a dynamic curriculum emphasizing critical thinking, creativity, and academic rigor.
- Professional Development: Access ongoing professional development opportunities to grow your craft and stay current with best practices.
- Competitive Compensation and Benefits: We offer a competitive salary and comprehensive benefits, including:
 - Medical, dental, life, and long-term disability insurance.
 - 403b retirement program
 - Flexible spending plan and health savings account.
 - Paid holidays and time off.
 - Tuition remission (when enrollment and remission capacity exists).
 - Discounted extended care rates for employees with children attending BT.
 - Free mental health support through Arbor Family Counseling.
- An Inspiring Campus: Work in a welcoming, unique environment that inspires students and staff.

Application Process:

Ready to make a difference?

If you're ready to join a dynamic team and significantly impact young learners' lives, we invite you to apply. Please submit your cover letter, resume, and application to careers@brownell.edu.