

Dean of Student Formation

Merion Mercy Academy, an independent Catholic college preparatory school for girls in grades 9-12 outside Philadelphia, Pennsylvania, seeks a dynamic and student-centered educator to serve as the Dean of Student Formation beginning August 2026.

The student formation program intentionally develops students in the Mercy charism, and focuses on faith, leadership, dignity, and respect. It is where students practice community, accountability, empathy, belonging, service, and leadership in visible and formative ways.

The Dean of Student Formation is a highly visible community builder who embraces Mercy values, possesses strong interpersonal skills, and espouses a growth mindset. Importantly, the candidate will help sustain a culture of belonging and inclusion for all students. The candidate must be a role model for girls with exceptional initiative and judgment. The ideal candidate will embrace a culture of compassion and accountability and will be skilled at articulating community expectations to students, families, faculty, and staff. Most importantly, the candidate must have a genuine appreciation of and respect for teenage girls. The Dean of Student Formation is a 12-month position, reporting to the Principal.

Responsibilities

Mission Leadership & Culture of Belonging and Inclusivity

- Serve as a highly visible mission leader within the school who models Mercy values and cultivates a welcoming, inclusive school culture.
- Oversee planning, coordination, and evaluation of signature mission events (e.g., Mercy Day, Mission Week) to deepen student engagement with the school's charism.
- Create and implement a Mission Stewardship Council charter; convene and oversee the council to inform the processes for aligning curricular and co-curricular programming with mission goals.
- Develop and implement strategies to promote equity across the school community, including policy review, programming, and stakeholder education.
- Support MMA's service program to ensure student service is meaningful, mission-centered, and analyzed for reflection and assessment.
- Foster initiatives and programs that strengthen sisterhood, peer support, and a strong sense of belonging among students.

Student Experience & Character Formation

- Ensure the total student experience reflects our Mercy core values, integrating mission-driven expectations into daily life, programs, and decision-making.
- Champion a student-centered approach to discipline that prioritizes restoration, right relationships, mutual respect, and personal accountability.
- Respond within one school day to conduct referrals and demerits, including following up with the issuing faculty and staff members.
- Collaborate with the Student Support Team to monitor student well-being, review cases regularly, and develop individualized intervention and action plans.
- Design, coordinate, and evaluate comprehensive new-student orientation to support successful social, academic, and mission-based integration.
- Lead the annual review and recommended revisions of the Student & Parent Handbook to ensure clarity, consistency, and alignment with school values and policy.
- Partner with sophomore, junior, and senior class representatives to plan and implement meaningful class meetings and activities that promote leadership, community, and student voice.

Leadership & Administration

- Oversee planning and logistics for major life-cycle events (e.g., Baccalaureate Mass, Graduation) to ensure they are mission-focused, well-executed, and reflective of school tradition.
- Participate actively in the Mercy Education cohort, contributing to system-wide initiatives and sharing best practices across schools.
- Build and maintain a professional network to advance school priorities, identify partnerships, and leverage external resources.
- Provide regular supervision, mentoring, and performance management for direct reports including the Student Life Coordinator, Student Programs Coordinator, DEIB and Service Coordinator, and Campus Minister; cultivate professional growth and a collaborative team culture.
- Develop, manage, and monitor the Student Formation budget; make strategic resource decisions and maintain fiscal accountability.

Attendance, Safety & Transportation

- **Generally, the Dean of Student Formation will be present in the Lyceum and Dining Commons before school at 7:30 a.m., after school until 3:30 p.m., and during lunch codes.**
- Oversee coordination of student transportation including the MMA Shuttle, township buses, Narberth Shuttle, and SEPTA passes.



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- Oversee daily attendance and tardiness procedures, ensuring accurate tracking, timely communication with families, and compliance with relevant policies and reporting requirements.
- Chair the school Safety Committee; take a lead role in developing, implementing, and evaluating student safety protocols and emergency procedures.
- Ensure appropriate adult supervision for students during after-school hours, coordinating staffing, schedules, and safety monitoring for activities and campus use.

General Expectations

- Use data and stakeholder feedback to assess program impact, drive continuous improvement, and report outcomes to school leadership.
- Communicate proactively and transparently with students, families, faculty, and staff about policies, programs, and student needs.
- Model professional conduct, confidentiality, and a pastoral approach to student support consistent with our Mercy values.

Qualifications

- Bachelor's degree required; master's degree preferred.
- Ability to establish and maintain effective collaborative relationships with students, peers, administrators, and parents.
- Independent school/girls' school experience preferred.
- Personal characteristics necessary for the position include: A genuine appreciation of and respect for teenage girls; energy and enthusiasm for all aspects of school life; warmth and a good sense of humor; patience and persistence; sense of curiosity and love of learning.

Merion Mercy Academy embraces diversity and inclusion through its mission, Mercy identity and student body. Merion Mercy Academy is committed to providing an educational and working environment that is free from harassment and discrimination. Members of the community, applicants for employment or admissions, guests and visitors have the right to be free from harassment or discrimination based on race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, national origin, veteran status, or any other status protected by applicable law.

In addition to the aforementioned qualifications, the ideal candidate should demonstrate a strong commitment to diversity, equity, inclusion, and belonging (DEIB) initiatives and exhibit an ability to foster an environment where all students feel valued and supported, actively engaging in efforts to promote diversity and inclusivity within the school community.



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Interested candidates should send a resume, cover letter, and contact information for three professional references to Anne Gregg, Executive Assistant to the President at agregg@merion-mercy.com.

More information about working at Merion Mercy Academy can be found at www.merion-mercy.com/careers.

Merion Mercy Academy does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices.