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## **Dean of Student Culture**

CSCE invites energetic educators to apply for the position of **Dean of Student Culture** for the 2022-23 school year. This is an ideal position for a strong youth developer who would like to gain experience and development in leadership, systems, project management and Student Culture who can build and maintain high standards. Our school leaders will collaborate to ensure all students show dramatic student achievement gains and develop strong character skills to succeed in our school and beyond.

The Dean of Student Culture exemplifies CSCE's values nurturing the **head, hand, and heart** while providing support so students can build up their strength and to promote in confidence agency and care for others

The Dean of Student Culture models how to build strong, mutually respectful relationships with students and supports teachers and other colleagues to do the same, using multiple techniques including Positive Behavior Intervention Systems, Student Success Teams (SST), and Multi-tiered Support Systems, while harnessing Waldorf educational core practices of focus on head, heart, and hand.

### **Student Culture**

#### **STUDENT LIFE**

1. Teach and model school-wide CSCE Motto, “We Take Care of Self, We Take Care of Others, We Take Care of Spaces”
2. Establish and implement social skills, discipline and student culture initiatives
3. Work with Parent/Family Liaison to enforce uniform compliance
4. Track scholar behaviors and consequences
1. Organize and partner with parents through volunteer opportunities and school events
2. Actively encourage parents to engage in their students' academic success and other school activities
3. Communicate regularly with families and develop a supportive home-school relationship

#### **ATTENDANCE**

1. Track, report, and address attendance and truancy concerns
2. Create and manage a positive attendance culture implement Attendance Initiatives
  - a. Monthly Awards (Perfect Attendance and Most Improved Attendance)
  - b. Trimester Celebrations (Perfect Attendance and Most Improved Attendance)

## CLASSROOMS

1. Observe teachers and provide rigorous and action-oriented feedback on a regular basis regarding student behavior and classroom management
2. Coach teachers to implement behavior management plans and improve instructional practice especially as it relates to issues of discipline and school culture
3. Create and facilitate high quality professional development focused on behavioral systems and procedures throughout the school year and summer
4. Assist staff with the creation and alignment of classroom student behavioral expectations and classroom management plans.
  - c. Intervene when a scholar is significantly disruptive
4. Ensure that teachers are reinforcing The 12 Tools and the CSCE Motto, “We Take Care of Self, We Take Care of Others, We Take Care of Spaces”

## Lunch Culture

1. Develop Recess and Lunch Supervision handbook
2. Train support staff on student-centered supervision and redirection

## Morning Circle

1. Develop Morning Circle Guide
2. Train and model for staff to lead Morning Circle

## Leadership Roles

1. Lead School-wide **Positive Behavior Intervention & Support (PBIS)** Model & Behavior Management System (Tool Box) through weekly instruction in classrooms
2. Lead TK-8th student, classroom, and school-wide **Restorative Justice Circles** & preventative student leadership groups
  - a. **Peer-Conflict Resolution Council**
  - b. **Peace Keepers (3rd-5th)**
  - c. **Umoja Program (6th-8th)**
3. Serve on leadership committees.
  - a. **Coordination of Services Team (COST),**

- b. **Leadership Team (LT)**
- c. **Instructional Lead Team (ILT)**
- d. **Student Success Team (SST)**
4. Support when behavior needs arise; conduct behavior tracking; work with SPED team as needed to support students with IEPs

### **Leadership Support and Professional Development**

1. Support Head of Schools and in collaboration with PFA coordinating Community Events - including the scheduling, and planning of the Annual Dragon Gala, multicultural family events: Harvest Festival, Lunar New Year Tea Celebration, Dia de los Niños, assemblies and events with community partners. Ex: Oakland Natives Gives Back, Alameda County Community Food Bank partnership.
2. **Tool Box** Support
3. Support Faculty/Staff Professional Development Meetings - in collaboration with and as part of ILT
4. Serve as the primary owner in providing training to staff and parents on setting up and using Parent Square and OneCall as the primary form of communication to families

### **Behavioral Interventions Coordination**

1. Support attendance interventions under direction of the Head of School.
2. Facilitate **Home-Visit Initiative**, meet with individual families at CSCE, and work to improve family-school connections and relationships.
3. Work with Assistant Head of School to support Holistic Student Support Initiative - developing a system for teachers to flag students in 4 key areas: Academics, Attendance, Social Emotional, & Wellbeing. This data will inform COST agendas, prompt SST referrals, Home-Visits, etc.
4. Work with Assistant Head of Schools, Teachers, and Staff regarding Student Retentions and monitor progress after 2 years, provide training on good retention candidates.
5. Distribute and collect Behavioral Interventions materials e.g., Tool Kit.

### **Assessment and Data Coordination**

1. Generate data for attendance and provide reports to stakeholders designated by Head of School
2. Generate data for discipline and provide reports to stakeholders designated by Head of School
3. Facilitate social-emotional surveys for students including but not limited to the Panorama CORE District Survey

4. Analyze, create and facilitate 2 data action planning meetings using Panorama CORE District Survey

### **Communications and Calendaring**

1. Produce and Maintain Annual CSCE Family-Student Handbook
2. Organize Community Events Calendar. Work with Head of Schools to align with Academic Annual Calendar
3. On behalf of the Head of School and Assistant Head of School, serve as the primary owner in sending announcements to families using Parent Square and OneCall

### **Desired Skills and Characteristics:**

- Exemplary instructional and classroom management skills.
- Proven track record of meeting extremely high standards for student achievement.
- High level of personal organization and planning.
- Excellent communication skills with diverse constituents (teachers, parents, children, board members); clear writer, facilitator and public speaker.
- Proven ability to proactively lead by example, effectively manage adults, and respond positively to feedback.
- Must exhibit maturity, humility, strong work ethic, follow-through, sense of humor, and “roll-up-my sleeves” attitude and the ability to work as a part of a team.
- Strong belief in the CSCE mission and educational model.

### **Qualifications**

- A bachelor’s degree; master’s degree preferred.
- Experience leading and managing adults.