

Dean of Climate and Culture

POSITION OVERVIEW

The Dean of Climate and Culture works closely with the leadership team to ensure that ECO Charter School is a safe, healthy, vibrant and enjoyable community for all. The Dean of Climate and Culture implements and supports school-wide attendance and student discipline systems, manages the implementation of the schoolwide advisory program (CREW), measures, monitors, and moderates schoolwide climate and culture, serves as the Harassment, Intimidation and Bullying Specialist, and stewards the Home & School Alliance in an effort to build and sustain partnerships with families. This job overview provides structure to the responsibilities and accountability associated with this position. There may be additional responsibilities that the Dean assumes or that are assigned as needs of students and/or needs of the school arise.

PERFORMANCE RESPONSIBILITIES:

- Implement the philosophies and core practices of EL Education with integrity.
- Establish consistent standards and structures around discipline and behavior management based on a Positive Behavior Intervention System (PBIS)
- In concert with colleagues, develop K-8 CREW plans, complete with themes and suggested activities
- Track student discipline metrics and report out to school community
- Conduct measures of schoolwide culture and climate three times per year
- Exercise good judgment when responding to safety and security violations and emergencies
- Manage and monitor school grounds to ensure safety and security of students and staff
- Develop positive rapport with school staff and students to contribute to working conditions conducive to building a professional community
- Collaborate with leadership team in crisis management
- Design and implement Respect Week (annually, the first week of October)
- Keep extremely accurate student discipline records, documenting all conferences, suspension and phone calls for behavior
- Complete State Reporting associated with School Safety
- Consult with the School Psychologist and school leaders to coordinate and communicate recourses to students and their families
- Annually, edit the *Family Handbook*
- Design, implement/lead monthly Home & School Alliance activities as well as other school initiatives
- Work collaboratively with families by phone or email on a regular basis to share both positive and constructive feedback about students

- Daily monitor student attendance; contact, counsel, and problem solve with families who have students who are nearing demonstrated patterns of tardiness and/or absenteeism
- Conduct home visits as needed
- Respond promptly by telephone or email to family questions and concerns
- Attend occasional after-school or weekend events
- Use Restorative practices to address the needs of students, build relationships, reduce/prevent harmful behaviors, resolve conflicts and restore positive relationships
- Assist teachers with demonstrating strong and effective classroom management
- Lead professional learning focused on disciplinary structures and behavior management
- Attend all staff meetings and additional meetings
- Attend Open House events and parent conferences

EDUCATION

- Bachelors from an accredited college or university in education discipline applicable to teaching assignment, preferably counseling.
- Master's Degree preferred.

REPORTS TO: Principal

QUALIFICATIONS:

- Valid New Jersey Certificate or eligibility
- Demonstrated knowledge of effective teaching methods, developmentally-appropriate classroom activities, as well as data management/analysis
- Ability to create and sustain a positive, productive learning environment
- Strong interpersonal and communication skills
- Ability to counsel individuals and small groups of students.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of the school mission, vision, and related goals.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Knowledge of restorative justice practices.
- Ability to assist with the completion of interdisciplinary instructional planning, K-8.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students, families, peers, and school leaders.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships.
- Desire to engage professional learning.

