**Position: Dean of School Culture**

**Reports to: Assistant Principal for Student Life**

**Beginning: July 1, 2024**

**FTE/Classification: Fulltime, year-round contract [.4FTE Admin/.6FTE Faculty]**

**Our School**

Cristo Rey Research Triangle High School is a grade 9-12 Catholic Jesuit community that welcomes students of all faiths and is committed to preparing students for college and life through rigorous academic and professional work-study programs. As a part of the nation's largest network supporting youth from families with limited economic resources, we began our journey in 2021. We're growing, adding classes, and looking to reach a capacity of 400 students by fall 2027.

**Job Description**

Cristo Rey Research Triangle High School is hiring a Dean of School Culture who is committed to transforming the lives of young people through high quality, holistic education. The Dean of School Culture is a .4 administrative position with teaching responsibility for three classes. Successful applicants will be caring, justice-oriented, innovative school leaders willing to work tirelessly to ensure all students realize their potential for greatness. The Dean of School Culture’s responsibilities include but are not limited to:

*Student Life*

* Play a leadership role on the student life committee, responsible for scheduling and coordinating all student life activities.
* Support the development and implementation of the school’s student life calendar.
* Ensure timely and clear communication with all constituencies regarding student life events.

*Student Behavioral Support*

* Implement restorative practices to promote positive student behavior as well as intervention strategies that promote a culture of success and reduce attrition.
* Develop systems and structures to limit the time spent on reactive student discipline through ensuring consistent implementation of research-based best practices in supporting high levels of student engagement and belonging in the classroom.
* Maintain accurate discipline and behavior records, including producing and contracts with students and parents.
* In conjunction with the CWSP Director and the Principal, coordinate the school’s dress code and its implementation.
* Supervise the administration of the discipline policies of the school. Administer appropriate consequences for behavior.

*Instructional Leadership*

* Visit classrooms to observe teaching and learning; provide coaching support - feedback and formation to assigned teachers, with a specific focus on student engagement and the establishment of a classroom culture that combines high expectations with student-centered learning.

*Leadership*

* Serve as a member of the Instructional Leadership Team and Student Success Team.
* Provide a leadership role in planning and executing the Bull City Business Institute, the summer bridge program for new students.
* Manage parts of the daily school operations (arrival/dismissal, lunch, school trips, extra-curricular school activities, and school events).
* Understand and appreciate the developmental and educational benefits of the school’s Corporate Work-Study Program. Coordinate with work-study team to comprehensively address student needs in the classroom and at the worksite.

*Learning and Development*

* Leverage available resources from the CR Network, colleagues, and external sources to continually reflect on and improve your practice.
* Participate in the school’s professional learning community, collaborating with colleagues to analyze student development and teaching practice.

**Qualifications**

* Master’s degree in school leadership, curriculum and instruction or other related area.
* Record of strong student achievement as a middle or high school teacher.
* Success leading high-performing teams and supporting teacher learning.
* Experience coordinating student life activities and/or supporting student behavior is preferred.
* Proficiency using technology to communicate and to track and analyze data.
* Fluency in Spanish is preferred.

**Application**

If you are interested in joining the founding team of educators charged with building this exciting educational option for underserved youth, please submit the following documents to [hiring@cristoreyrt.org](mailto:hiring@cristoreyrt.org).

* A resume, which includes all teaching and leadership experiences, certifications, and degrees held.
* A cover letter that describes your approach to creating school culture, explains your wish to join Cristo Rey Research Triangle High School, and describes how your previous experiences have prepared you for this challenging and rewarding role.
* Three professional references with email addresses and phone numbers.