



Job Description Dean of Culture and Instruction

Purpose Statement

The Dean of Culture and Instruction is charged with inspiring teachers to excel in their practice and motivate students to achieve their full potential. S/he provides instructional and administrative leadership to teaching and support staff, oversees the implementation of curriculum, coordinates assessments, and monitors students' academic performance.

The Dean of Culture and Instruction is also responsible for shaping and sustaining the school's culture and ensuring that the students internalize the school's values for academic excellence and social justice providing leadership to the staff and overseeing the implementation of school-wide systems and procedures.

Essential Responsibilities include the following:

Instructional Leadership

- Assess the instructional needs of teaching staff, and co-plan and implement pre- and post-service as well as monthly professional development workshops with Lead Teachers
- Co-plan and co-facilitate bi-weekly teacher PLCs with Lead Teachers that drive the school's instructional framework and includes student data analysis
- Provide formal and informal feedback on observations, lesson plan review, curriculum design, and classroom management best practices
- Support teachers in sending weekly newsletters to families that highlight what is being taught and ways to support at home
- Facilitate volunteer trainings for teachers and parents to support teachers in knowing how to use parent volunteers in the classroom and parents in feeling comfortable and empowered to do so
- Develop opportunities for teaching staff to deepen their knowledge of culturally responsive instructional strategies through presentation and facilitation of workshops and trainings.
- Coach teachers on TEN Individual Growth Plans
- Support the development, implementation and revision of culturally relevant and responsive curriculum maps for grade levels and content areas
- Support teachers in creation of unit and lesson plans that align to curriculum maps
- Coordinate the implementation of assessment system that includes formative and summative assessments (e.g. Northwest Evaluation Assessment (NWEA), American Reading Company (ARC), CEDLT, CAASPP, etc.) according to adopted timeline
- Develop, implement and maintain school-wide assessment inventory and calendar
- Oversee the collection, analysis and use of data to identify student learning assets and needs to inform instruction and increase student learning
- Analyze data to inform instruction and present to staff and stakeholders.



Culture and Climate

- Develop and implement the school's character development program and ensure it builds and reinforces positive self-identity and necessary character strengths
- Coordinate and implement a school-wide behavior management system with meaningful incentives and re-direction strategies
- Partner with parents and families to build an authentic school-wide community
- Lead recognition assemblies, parent academies, community meetings and other school-wide culture building activities
- Work closely and effectively with children who have/are experiencing trauma resulting in behavior challenges.
- Engage their families, partner with behavioral health organizations and support services to execute individual individualized behavior interventions when needed
- Facilitate staff trainings on student-teacher relationships, classroom management, parent partnership and school culture
- Conduct regular school culture walk-throughs to help staff maintain a high bar of excellence
- Supervise and/or lead school morning circle, breakfast, lunch, recess, dismissal and transitions to ensure they are orderly and positive
- Accurately monitor and analyze daily student attendance, homework and discipline data; create new systems and structures to proactively address school's areas of need
- Enforce and monitor the enforcement of the student code of conduct including but not limited to: attendance, behavior, dress code

Leadership

- Directly supervise instructional and support staff
- Participate in the selection of new teaching and classified personnel
- Work cooperatively with the Visual and Performing Arts Director to ensure systems are effective, overall instruction is aligned to content and student experience goals
- Work cooperatively with the Director of Student Support to ensure effective and aligned school-wide behavior support systems
- Reflect on and seek opportunities for leadership development
- Demonstrate teamwork, cooperation and open communication with all staff of Roses in Concrete Community School, toward the achievement of school goals and objectives
- Develop and revise as needed in consult with the Board of Directors, Head of School and Leadership Team the RiC student handbook and disciplinary policy, and disseminate information about school disciplinary policies and procedures to parents, students, staff and community as needed
- Maintain accurate behavior data and provide monthly behavior reports
- Perform other duties and administrative functions as assigned by the Head of School



Requirements

This position requires a creative and inspiring educator with adult leadership experience, high energy, excellent organizational abilities and a talent for creating a warm and supportive environment for children and their parents.

Applicants must demonstrate:

- Strong belief in the mission and vision of Roses in Concrete Community School.
- Interest in providing only the highest quality educational, social and emotional experiences for students and their families
- Superior grasp of effective, research-based behavioral methods and strategies for urban youth, including a restorative justice model
- Proven ability to influence and enhance cooperative working relationships within a team environment
- Ability to lead within a fast-paced, dynamic, and rapidly-changing environment
- Exemplary instructional and classroom management skills
- Proven track record of meeting extremely high standards for student achievement
- High level of 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
- Team player: maturity, humility, grit, flexible, follow-through, sense of humor and open to feedback

Minimum qualifications

- Master's degree
- California teaching credential; BCLAD
- Fluent in English and Spanish
- Demonstrated subject matter competence and successful instructional expertise with urban students of same/similar cultural and ethnic backgrounds;
- Minimum of five years classroom teaching experience as a full time teacher in Oakland, or similar community;
- Minimum of three years administrative experience
- Background clearance
- TB clearance

Preference will be given to candidates that:

- Have recognition or acknowledgement in the community and/or the field for their impact on student success and achievement beyond the classroom;
- Have designed and successfully implemented culturally and community responsive curriculum;

In addition to the qualifications noted above, staff will also be expected to:

- Share the mission and vision of the Roses in Concrete Community School;



- Display the qualities of a master pedagogue that models best practices, is comfortable with visitors in the classroom, and can explain the programs and processes being implemented to best serve urban students;
- Model the high standards s/he has for students;
- Maintain loving, positive, and productive relationships with families, community, and colleagues;
- Demonstrate ability to collaborate in an effective and productive manner with all stakeholders;
- Display the will and skill to participate in effective professional learning communities as adult scholars;
- Manifest high levels of professionalism in daily business;
- Model a strong work ethic;
- Be flexible and resilient;
- Have experience using technology as a teaching and learning tool;
- Have strong verbal and written communication skills;
- Be highly organized;
- Show a consistent commitment to continuous intellectual growth, scholarship, and implementation of research and data-based practices.

Salary & Benefits

The position offers competitive salary and benefits that are commensurate with experience.

The Dean of Culture and Instruction reports to the Head of School.

As an equal opportunity employer, we are committed to identifying and developing the skills and leadership of people from diverse backgrounds. We do not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin.