



Dean of Culture

Grades: Kindergarten-2nd Grade

Start Date: August 2017

Location: NCSH Northwest

The Neighborhood Charter School of Harlem (NCSH) has been chartered by the New York State Education Department and opened in Central Harlem in August 2012 with kindergarten and first grade. As of the 2017-2018 academic year, NCSH will serve grades K-6 and will add a grade each year thereafter until the school accommodates scholars in kindergarten through eighth grade. The school has an accomplished and committed Board, which includes its two founders as well as a Head of School. We are looking for experienced educators who are excited by the challenge of being part of the school and have the dedication and motivation to make it happen.

Mission of the School

Our mission is to provide the children of Harlem with new educational opportunities through a rigorous, comprehensive K-8 program that cultivates the intellectual, social and emotional development of each child. Our students, who include high-functioning children with autism spectrum disorders, will become independent learners and critical thinkers, will acquire the academic skills that they need to succeed in college preparatory high schools and will exhibit the social and emotional skills that will allow them to reach their full potential.

Responsibilities of our Dean of Culture

- The DOC is responsible for ensuring that all scholars are present for learning (i.e. attentive, sitting up straight, respectful, participating during the mini-lesson and working during independent practice) and when this is not evident, performs an immediate intervention
- Visit classrooms to check for uniform compliance and contact families where necessary
- Coach teachers in real-time regarding behavior management
- Meet with teachers before and after school to strategize effective practices
- Be a strong presence and positive role model for NCSH scholars by connecting with scholars and families and providing constant encouragement, care and passion for good citizenship and academic achievement
- Participate in NCSH's structured breakfast/lunch program and make necessary

changes where necessary

- Ensure all classrooms are ready for instruction for the following day before leaving for the day (clutter free, orderly, prepared, etc.)
- Monitor scholar attendance/tardiness. Conduct family phone calls of scholars with frequent absentees/tardiness reviewing the NCSH attendance policy
- Work with families and strategize a plan to improve scholar attendance/tardiness
- The DOC is responsible for promoting the NCSH virtue of the month, rallying scholars around the virtue, decorating school common areas (bulletin boards, etc.) with the virtue, sending notice to families at the start of each month and engaging scholars in dialogue around the virtue for the duration of the month. The DOC is responsible for organizing and holding an awards assembly across both campuses, which recognizes scholars who have successfully demonstrated the virtue
- The DOC is responsible for recognizing the accomplishments of NCSH staff members by publically recognizing them and devising a communication plan for public recognition with both of NCSH's Assistant Principals. Examples of recognitions includes but is not limited to:
 - Teacher/staff shout out written on post cards
 - Teacher/staff member of the month
 - Organization of afterschool staff outings
 - Plan programs that promote staff morale, motivation, and inspiration
- Plan interesting and stimulating school assemblies and programs for scholars (plays, etc.)
- Plan family nights that include both teachers and families to participate in game nights, movies, social gatherings, pasta nights, etc.
- Plan collaborative events between both the Central Harlem and Northwest Campus

Educational Background and Work Experience

- Bachelor's degree
- Demonstrated success working with students
- One year of teaching experience working an urban setting (preferred)
- Knowledge and experience working with students with disabilities, specifically high-functioning autism spectrum disorders (preferred)

Compensation

We offer a very competitive salary and comprehensive benefits package.

To Apply

E-mail cover letter and resume to jobs@ncsharlem.org. Please type "Dean of Culture" in the subject line of your e-mail.

The Neighborhood Charter School of Harlem is an equal opportunity employer