



## **Dean of Students**

**Grades:** 3-6

**Start Date:** August 2017

**Location:** NCSH Central Harlem

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 the Dean of Students**

- Monitor attendance and contact parents to improve attendance. Maintain **95%** attendance goal
- Monitor homework completion and contact parents to improve homework completion.
- Develop and implement professional development for staff to create and maintain a positive learning environment
- Develop systems and programs to support students that struggle with our high achievement culture
- Design and set very clear goals for student behavior that improves the culture of the entire school
- Implement the school lunch/recess program and engage scholars while they are in lunch/recess

- Drive implementation of school-wide behavior management and reward system
- Create rewards and incentive programs for scholars to make good choices with regard to behavior
- Monitor and assist classroom teachers with behavior modification programs
- Hold meetings with teachers on an ongoing basis to improve their classroom management techniques
- Observe classroom teachers and provide feedback in real time to improve management techniques
- Respond to classroom teachers and assist with behavioral interruptions when they occur
- Hold ongoing meetings with families regarding behavior, attendance and uniform
- Develop and implement rituals, routines, and celebrations that ensure a culture of academic success
- Other duties as assigned by the Head of School

### **Qualifications**

- Personal and professional dedication to public education and high expectations for scholars in New York City
- Excellent communication skills
- Impeccable organization skills
- High expectations for student behavior and ability to address and redirect scholars that are making poor behavioral choices
- Ability to hold scholars accountable for their behavior by encouraging them to make correct choices
- Ability to address large crowds of people with superior speaking abilities
- Ability to communicate with parents/families in a warm and respectful manner
- Experience working in an urban setting
- Ability to work in a fast-paced, no excuses environment
- Ability to give and receive very clear feedback
- Bilingual preferred but not a requirement

### **Compensation**

- Determined by size of school, experience and school budget

### **To Apply**

E-mail cover letter and resume to [jobs@ncsharlem.org](mailto:jobs@ncsharlem.org). Please type "Dean of Students" in the subject line of your e-mail.

*The Neighborhood Charter School of Harlem is an equal opportunity employer*