



WISSAHICKON CHARTER SCHOOL

Apprentice Dean of Culture

Overview

Wissahickon Charter School is looking for two Apprentice Deans of Culture. The Apprentice Dean of Culture (DOC) will be responsible for helping the Dean of Culture establish and maintain a safe and positive school environment through oversight of the behavior management program. Working closely with the Dean of Culture, Lower School Director, Middle School Director and Learning Support Coordinator, the Apprentice DOC will play an important role in creating a learning community that promotes social-emotional growth and provides students with opportunities to learn from their decisions. S/he will staff the RESET Office, be available to attend to student behavioral issues in the building as needed when the Dean of Culture is otherwise occupied, enter and maintain behavioral data and spreadsheets, and conduct follow-up with students and families. S/he will also model how to build strong, mutually respectful relationships with students and families through the use of proactive strategies. The ideal candidate will be highly organized and persistent, and will have a record of positively impacting student behavior. S/he must also possess a deep-seated belief that all children can succeed. The Apprentice DOC will report to the Dean of Culture and the Chief Operating Officer. This is an outstanding opportunity to improve the social-emotional and academic outcomes of children from across the city of Philadelphia.

Behavior Management at Wissahickon Charter School

The Responsive Classroom and *Developmental Designs* approach form the foundation of Wissahickon Charter Schools' behavioral management system at the elementary and middle school level. Through the implementation of these approaches, WCS creates an environment that fosters the development of our core CARES values of Cooperation, Academic Excellence, Responsibility, Empathy, and Self-Control.

Key Responsibilities:

- Collaborate closely with the Dean of Culture, Chief Operating Officer, and on-site school Directors to ensure a safe and positive school culture
- Along with the DOC and school leadership team, coordinate and implement a school-wide behavior management system with meaningful consequences
- Be a presence during recess and ensure a safe and engaging recess
- Assist the DOC with day-to-day matters, including working with students who are sent out of the classroom, contacting parents, scheduling meetings, entering and maintaining data and spreadsheets, and monitoring and enforcing school rules
- Work closely with children who have behavior challenges and their families and mentor students 1-on-1 and in small groups.
- Support the middle school team by entering behavioral data weekly and assisting with middle school events, e.g. monthly celebrations, honors breakfasts, etc.
- Chaperone field trips as needed
- Model Wissahickon Charter Schools' professional and core values at all times



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- Assume other duties as assigned by the Dean of Culture and Chief Operating Officer

Qualifications

- Bachelor's degree required
- Experience working in an urban school setting or with children and families with diverse needs
- Prior training in behavioral management techniques; experience with Responsive Classroom and Developmental Designs a plus
- Superior organizational skills and the ability to maintain data, systems and processes related to school culture and discipline
- Outstanding oral and written communication skills, and the ability to communicate across a diverse range of stakeholders and constituents (children, parents, staff, etc.)
- Strong technology skills including proficiency on Apple/Macs, Microsoft Word and Excel, and Google Drive
- Ability to stay calm, poised, and firm when students, parents, or colleagues are escalated
- A positive attitude and growth mindset related to student behavior
- Commitment to the mission of Wissahickon Charter School and the belief that all children can learn

About Wissahickon Charter School

Wissahickon Charter School's first campus, Fernhill, opened in 2002 and serves 480 K-8 students from across Philadelphia. Our second K-8 campus, Awbury, opened in the fall of 2014. The mission of Wissahickon Charter School (WCS) is to provide a community of learning that stimulates and builds the child's intellectual, social, and character development. Wissahickon Charter Schools are planned around three essential elements: an environmental focus that allows students to experience the curriculum, recognition of service learning projects as key in students' success, and an emphasis on parents as partners in the learning experiences of their children.

Compensation:

This is a full time, 10-month position with health benefits.

How to Apply

To be considered, please send the following to applicant@wissahickoncharter.org. Please indicate "Apprentice DOC" in the subject line.

1. Cover letter indicating why you would be a great fit for this position and WCS
2. Resume

Wissahickon Charter School is committed to hiring a diverse staff and encourages those from traditionally under-represented backgrounds to apply. Wissahickon Charter School does not discriminate in hiring and employment, or in the administration of its educational policies, admissions policies, or other programs.