

## Dean of Students (full-time)

Community Charter School of Cambridge (CCSC) is a public charter school that serves students in grades 6-12. Focusing on post-secondary success for all students, CCSC combines high academic and behavioral standards with a supportive environment in which all students are known exceptionally well. CCSC seeks dedicated, outstanding, and innovative faculty and staff to build upon our rigorous academic program, commitment to diversity, and strong school culture. CCSC has been honored during its first twelve years and is currently the highest ranked middle/high school in the greater Boston area. Last year, CCSC received an official state commendation and was runner-up for the prestigious Pozen Prize for Charter Schools. Outstanding academic results for all students *and* all subgroups over the past few years were qualifications for both.

The Dean of Students works under the supervision of the Director of School Culture. S/he makes discipline decisions, coordinating with the Director of School Culture and middle and high school principals when necessary. S/he builds positive relationships with students in grades 6 through 12, encouraging behavior consistent with the four core values -- commitment, courage, scholarship, and citizenship -- and creating a tone and structure that disincentivizes misbehavior. The Dean of Students uses CCSC's internal discipline system to sustain school culture, carefully tracking behavioral data.

The Dean of Students responsibilities include, but are not limited to,

- Manage student discipline for grades 6-12, ensuring consistent execution of the school's Code of Conduct
- Communicate with students' families on a regular basis
- Work with families, faculty, and staff to preempt or prevent discipline issues and create specific plans for struggling students
- Manage Behavior Reflection daily
- Preside over and facilitate discipline meetings, up to and including short-term suspension hearings.
- Maintain accountability and high expectations in the Dean of Student's Office, implementing effective systems geared towards quickly helping students return to classes ready to learn.
- Supervise students removed from class and students serving in-school suspension
- Record and track behavioral data, ranging from office referrals to suspensions.
- Facilitate some Saturday School Sessions
- May evaluate some faculty or staff
- Assist Director of School Culture with related work as required

### Qualifications:

- BA or BS required; appropriate graduate coursework preferred
- Teaching experience required; experience in a similar setting preferred

### How to Apply

Send a cover letter and resume to Nicole Osei, Director of Culture, at [dosjobs@ccscambridge.org](mailto:dosjobs@ccscambridge.org) with the subject line "Dean of Students."