

Job Posting: Dean of Student Life & School Culture, City High School

About CITY Center for Collaborative Learning

CITY Center for Collaborative Learning designs, implements, and advances innovations in teaching and learning that transform the lives of young people and their educators. The Tucson-based nonprofit offers professional development and community engagement experiences for educators and education advocates, including school visits and workshops, while leading three small secondary schools that serve as demonstration sites.

About City High School

City High School, founded in 2004, is a public charter school in downtown Tucson, Arizona, with a focus on civic engagement and college readiness. City High School engages students with challenging academics and the community resources of Greater Tucson to become active citizens and responsible stewards of the world. City High School serves 185 students annually and is under the umbrella of the education nonprofit CITY Center for Collaborative Learning. For more information visit CITYccl.org.

Position Summary:

The Dean of Student Life & School Culture supports the City High School principal and works to ensure that programs and systems are in place to foster an effective, efficient, safe and caring learning environment. The dean plays a key role in promoting positive school culture through proactive school-wide programming and is charged with tracking data and overseeing interventions in cases where individual students need more support to succeed academically.

Position Functions:

1. School-Wide Culture & Community

- Lead Whole School Meeting and Advisory programming
- Oversee annual student handbook revisions and distribution
- Plan special school-wide events (e.g. Community Days, Back-to-School Night, Gateway logistics)
- Guide student recognition efforts, including weekly Habit of Heart and Mind awards

2. Individual Student Success and Intervention

- Manage data-driven intervention system to analyze student needs and design supports
- Lead Student Success Team
- Coordinate new student screenings and follow-up actions as needed
- Support a fair, equitable and consistent discipline systems in collaboration with the restorative program coordinator

4. School Supervision and Logistics

- Ensure the school facility is an attractive, organized, functional and safe place to learn
- Daily school presence, including lunch monitoring and morning/afternoon sidewalk presence
- Supervision of after-hours events

5. Student Registration, Scheduling and Enrollment (in collaboration with Registrar)

- Coordinate course registration and grad plans
- Generate individual student schedules and manage schedule change process
- Manage enrollment process with new students and families

6. Parent Engagement and Communications

- Coordinate parent communication, including mass mailings
- Manage school website and weekly news post cycle; maintain online calendars
- Promote parent involvement and volunteerism; co-facilitate CHS Family Association

7. Summer School Administration

Qualifications:

- Extensive and varied experience in public education, including role of classroom teacher and program or site administrator
- Experience in data-driven practices and leadership
- Demonstrated cross-cultural competency and experience with diverse student populations
- Proven ability to engage student families
- Strong organizational and communication skills
- Ability to work independently and as part of a team

School Details, City High School:

- Enrollment of 190 students annually in grades 9-12
- Title I school with 45% qualifying for free/reduced lunch (2018-19 data)
- Racial/ethnic identity of students: 37% Latino, 52% Anglo, 4% Native American, 2% African American and 5% selecting 'two or more race categories' (2018-19 data)

Position Details:

- Job Type: Full Time, Year-Round
- Salary: Regionally competitive salary, commensurate with experience; range \$52,000-\$56,000
- Benefits: Strong health insurance package; participation in Arizona State Retirement System
- Start Date: July 1, 2019
- CITY Center for Collaborative Learning seeks to have a teaching staff that reflects the diversity of its student population; minority and bilingual candidates encouraged to apply
- Website link: <https://cityccl.org/about/contact/employment>

Application Procedure:

Submit cover letter, resume, and a list of 3-5 professional references via email by June 7, 2019 to info@cityccl.org. Letter and resume should be separate documents and sent as attachments.