



## **Character and Culture Coordinator Dean of Students K-8**

### **Mission**

City View Charter School strives to inspire academic excellence, build character, and create high-quality work while contributing to a better world.

### **Our Vision**

City View Charter School is a K-8 EL Education charter school in Hillsboro, OR. We believe in building students academic knowledge and skills, challenging them to create high-quality work, while teaching them character skills for life. Our EL curriculum encompasses brick-and-mortar teaching, while taking to the outdoors for fieldwork to connect with our local community. Teachers work with students, staff, and families to create, implement, and celebrate the learning happening throughout the year. Teachers at City View Charter School support the mission and vision of the school as well as embodying the principles and values of EL Education.

### **Job Description**

The Coordinator of Character and Culture is responsible for the culture of the school, facilitating the development of student character and ensuring a positive and structured environment that creates the conditions for learning. This position requires an organized and consistent educator with a concrete vision of excellence, the ability to build outstanding relationships with stakeholders, and a talent for inspiring children to high expectations. The Coordinator supports the quality of student life and works closely with school staff to embrace City View's values: collaboration, compassion, perseverance, integrity and excellence. The position is an opportunity to play a significant role in a school focused on academic achievement, character, and high quality work. The Character and Culture Director serves on the school's Leadership Team and reports to the Executive Director.

### **Qualifications**

#### **Required:**

- Commitment to learning and teaching through the EL Education instructional Model
- Master's Degree or higher from an accredited college
- Valid Oregon Teaching License
- 5-7 years of classroom teaching experience
- Maintain integrity of confidential information of students and staff
- Ability to collaborate productively with team members
- Self directed with creative ingenuity
- Experience in analyzing student data
- Highly detailed oriented and excellent organizational skills
- Strong communication, feedback and facilitation skills
- Reflective, self-aware and adaptable to communication and work styles of others
- Critical thinking and problem solving skills
- Combines a collaborative spirit with the independent initiative required to accomplish great things

#### **Preferred:**

- Administrative license or leadership experience equivalent
- Experience with project-based learning
- Experience with EL Education
- Strong classroom management skills

- Experience with PBIS, PAX and restorative justice practices

## ***Responsibilities***

### ***Curriculum/Instruction/Assessment***

- Guide and support teachers in building crew lessons with HoWLs based themes and Design Principles.
- Support teachers building HoWLs reflection opportunities to improve critical thinking skills of students

### ***School Culture***

- Build a strong school culture of achievement and respect around crew, EL Education Design Principles, school values around Habits of Work and Learning (HoWLS)
- Cultivate positive and accountable team culture through ongoing team meetings
- Partner with parents and families to build an authentic school-wide community through community events and activities.

### ***Student Life***

- Develop and implement ongoing student programming that is both fun and builds community.
- Communicate effectively and proactively with parents regarding upcoming student programming and events
- Help plan and chaperone school wide events
- Monitor student attendance and contact home to follow up on extended absences

### ***Discipline***

- Implement a behavior management system that is grounded in City View's Code of Conduct, restorative practices and ensure that infractions are teachable moments
- Oversee day-to-day disciplinary concerns working closely with faculty and staff to ensure compliance with school policies and referrals
- Serve as liaison between parents, staff and students when managing student discipline issues and intervention plans.
- Communicate clearly and in a timely fashion both verbally and in writing with students and parents
- Keep accurate records regarding disciplinary infractions and consequences
- Review the student handbook each year to ensure accurate documentation and explanation of current school policies and practices relating to discipline
- Support the counseling/wellness team in developing student safety plans, FBA and BSP's

### ***Leadership***

- Developing and facilitating professional development for staff to create culture of achievement plans, effective classroom management and a positive learning environment
- Consult with other professional staff, outside agencies and other organizations in order to improve school culture and climate
- Partnership with school leadership teams in the development of work plan and character based data

### ***Scheduling***

- Coordinate specials program and middle school electives programs
- Perform other duties and administrative functions as assigned by the school administration

### ***Working Conditions:***

- Mental Demands/Physical Demands/Environmental Factors: Maintain emotional control under stress.
- Work with frequent interruptions

### ***Time Commitment***

- Position is Monday through Fridays, 1600 hours, with a 11 month calendar

**Compensation Package**

- The position is a 1.0 FTE (40 hours/week) position with benefits. Competitive salary range starting at \$64,094-78,000 depending on educational level and experience
- Offering full benefits including medical, dental and vision insurance and paid long term/short-term disability insurance. 10 Days Paid Time Off (PTO) and 8 paid holidays.
- Required participation in Oregon PERS.

**Application Procedure and Requirements (please send to [Applications@cityviewcharter.org](mailto:Applications@cityviewcharter.org))**

- Letter of Interest
- Current Resume
- Copy of current teaching license or administrator license or enrollment certificate in administrative program
- Letters of Recommendation (at least 2 required)
- List of three additional references
- Statement explaining how your educational philosophy fits with the Mission of the School

**EMPLOYEE STATEMENT**

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Name: \_\_\_\_\_

Signature of: \_\_\_\_\_

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School based tasks:

<https://www.oregon.gov/tspc/LIC/Documents/Scope%20and%20Responsibilities%20of%20Principal%20and%20Professional%20Administrator%20Licenses.pdf>

**Enforce disciplinary and restorative measures as needed**

**Communicate with parents regarding student behavior**

Provide insight for the leadership team for crew based initiatives during PD

Model/co-teach crew based initiatives for teachers using the EL Design Principles

Model/co-teach crew based initiatives for teachers based on need or admin guidance

Model/co-teach crew based initiatives for teachers using HoWLs/Character Traits

Model/co-teach classroom management skills for teachers as needed or lead PD for applications and strategies - Assist teachers in developing student behavioral expectations

Collaboration with classroom teachers when classroom management challenges arise - feedback loop (office hours, counseling team meetings, grade level check ins)

Assist in building positive and restorative school wide behavior systems (HoWL tickets, HoWLs 100)

Lead counseling team meetings weekly or as needed

Participate in FBA/BSP meetings

Apply data to support students behavioral needs

Monitor concerns around student attendance and quarter and semester letters to families

Supervise students as necessary - before/after school, lunch monitor, recess, passing periods

Lead school support plans for (crisis level) students

**Coordinate school wide community meetings at CV1 on Fridays**

Collaborate with counseling team

Create and develop a parent partnership event series (math night, STEM night, movie night, etc.)

Manage student referrals - suspension procedures & parent communication

Provide insight to the leadership team for challenges or problems that arise

Contribute to development of work plan with EL Education School Designer

Create middle school student schedules

- **Organize school wide all school crew**

Creates and maintains electives program - Rosters students

Collaborate with