**TITLE**: Dean of Culture

**REPORTS TO**: Vice Principal / Director of Student Affairs

**JOB FUNCTION**: The Dean of Culture will collaborate with the school social worker, SEL coordinator, program manager, and student success advisors as a member of the Student Affairs Team. They are responsible for maintaining a safe, orderly, and respectful school environment by enforcing discipline policies and responding to student behavior concerns. This individual works closely with teachers, staff, students, and families to ensure consistent behavior expectations while fostering a positive school culture that promotes student engagement, social-emotional growth, and community values.

The Dean of Culture ensures that all students feel safe, respected, and responsible for their actions, helping to create a structured and supportive learning environment. This role leads school-wide initiatives that encourage positive student behavior, reinforce Urban Academy’s core values, and strengthen the school community.

**DUTIES and RESPONSIBILITIES**

##### Discipline & Behavior Management:

* Implement and enforce the school’s discipline policies and procedures consistently and fairly.
* Oversee and manage the implementation of the Positive Behavioral Interventions and Supports (PBIS) program, ensuring school-wide consistency in reinforcing positive behavior expectations, monitoring program effectiveness, and training staff in PBIS strategies.
* Address student behavioral incidents, investigate situations, and determine appropriate consequences in alignment with school policies.
* Develop and oversee behavior interventions, including restorative practices, de-escalation strategies, and conflict resolution.
* Support teachers in classroom management, providing guidance and intervention as needed.
* Communicate effectively with families regarding student behavior concerns, interventions, and progress.
* Maintain detailed records of behavior incidents and disciplinary actions, using data to inform and improve school-wide discipline practices.
* Coordinate and supervise student common areas (hallways, cafeteria, recess, dismissal) to ensure positive behavior and adherence to school expectations.

##### School Culture & Climate Leadership:

* Lead initiatives that promote a positive school climate, encouraging student engagement and pride in the school community.
* Implement programs reinforcing Urban Academy’s core values, fostering respect, responsibility, and positive peer interactions.
* Coordinate school-wide events, assemblies, and student recognition programs that celebrate positive behavior and academic success.
* Serve as a mentor and role model, helping students develop social-emotional skills, self-discipline, and leadership qualities.
* Work with staff to integrate trauma-informed practices and social-emotional learning (SEL) into the school environment.
* Partner with families and the community to strengthen school culture through parent workshops, behavior reinforcement strategies, and student incentive programs.

**KNOWLEDGE, SKILLS and ABILITIES**

* Lead school-wide initiatives and student engagement activities.
* Strong organizational skills and ability to analyze discipline data to drive improvements.
* Strong skills in conflict resolution, de-escalation, and relationship-building with students.
* Ability to balance accountability with student support, using a firm but fair approach to discipline.
* Ability to collaborate with teachers, staff, students, and families to maintain a supportive school climate.
* Knowledge of restorative justice practices, Positive Behavior Interventions (PBIS), and trauma-informed approaches (preferred).

**EDUCATION and EXPERIENCE**  
The Dean of Culture should possess a Bachelor’s degree in Education, Social Work, Psychology, or a related field. Experience in behavior management, student engagement, or school culture development would also be ideal.

**URBAN ACADEMY STATEMENT**

Urban Academy will be a model for Urban education and provide a strategic combination of academic excellence, cultural relevance, and broad educational access.

**SALARY**

Salary starts at $55,000 annually and varies based on experience.