



Legacy College Prep Assistant Dean of Culture

Legacy College Prep, a new charter middle school located in the South Bronx, invites energetic professionals to apply to the position of Assistant Dean of Culture. The school is founded on the belief that all students, regardless of their previous education or zip code they were born into, can learn and achieve at high levels when held to the highest expectations. It is our mission to ensure that all students have access to a high quality education that puts them on a path to college graduation a lifetime of expanded opportunities.

The school opened in the fall of 2017 with four classes of 6th graders. Legacy College Prep will add 7th grade to our school this year, and continue adding one grade each year until we are a fully enrolled 6-12 charter school. We are looking for high capacity, energetic, detail oriented, and fun-loving individuals to join our Founding Team.

Job Description

The Assistant Dean of Culture position is a full-time position accountable for working directly with the Deans of Culture and the Principal to create a strong school culture and individual student behavior supports. Collaborating with the Deans of Culture to establish discipline systems and supports for student behavior, including but not limited to student reflection, detention, and dress code. Creating systems and routines that promote a positive culture including but not limited to developing programming for community circles and town halls, and creating a curriculum for our behavior management course. This person will work to ensure that our students are supported through character development and high expectations that will bring our school closer to accomplishing our mission of student achievement.

Job Responsibilities

- Own the school's character development program and work with the Principal to ensure it builds and reinforces positive self-identity and necessary character strengths.
- Work closely and effectively with children who have behavior challenges and their families; partner with teachers and other school staff to execute individualized behavior supports.
- Work with the Deans of Culture to create behavioral intervention plans for students, and to ensure that the discipline code of conduct is supporting students with special needs.
- Accurately monitor and analyze daily student discipline records and homework detentions; create new systems and structures to proactively address school's areas of need.
- Supervise Friday detentions and maintain culture and behavior during detention.
- Collaborate with the Dean of Culture on staff trainings on discipline procedures and the student code of conduct.
- Supervise arrival, dismissal, lunch, and break/transition periods promoting and ensuring a positive school culture.
- Support teachers in building meaningful relationships with parents and students.
- Teach two class periods of the day in preferred subject matter.

Job Qualifications

- Unwaveringly high expectations for all students with the belief that every child should have access to a college education.
- Bachelor's degree is required.
- A minimum of one-year experience working at a school or child/youth program in an urban environment.

Salary & Benefits

Legacy College Prep offers a competitive salary and comprehensive health benefits.

Start Date

Legacy College Prep staff will begin training and orientation in August 2018.



Apply Now

Please send a resume and optional cover letter to info@legacycollegeprep.org.

Commitment to Diversity

As an equal opportunity employer, Legacy College Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected.