POSITION DESCRIPTION: Dean of School Culture, Paul A. Dever Elementary School 
LOCATION: Boston, MA (Dorchester Neighborhood) 
TIMELINE: Recruiting for 2014-2015 school year position

Overview

Blueprint Schools Network (Blueprint) is a nonprofit organization based in Massachusetts. Our work with schools around the country has shown that positive change is possible when five core strategies for school improvement are implemented together as a comprehensive package. These strategies include:

1. Ensuring every student has an excellent teacher and a school leader committed to their success;
2. Setting clear, consistent standards for academic achievement and establishing a school-wide focus on preparing all students for college;
3. Increasing instructional time;
4. Providing daily, small group tutoring to students using highly qualified and well-trained instructors; and
5. Collecting assessment data frequently to monitor each student’s academic progress and tailoring instruction to meet the needs of all learners.

In late January 2014, Commissioner of Elementary and Secondary Education Mitchell D. Chester selected Blueprint to become the receiver for Paul A. Dever (Dever) Elementary School in Boston. As receiver, Blueprint will assume full responsibility for the day-to-day implementation of our five core strategies in order to provide an excellent education to all students who attend.

The Dean of School Culture at the Paul A. Dever Elementary School will work in a highly visible leadership capacity to maintain a supportive, productive, and enriching school culture. The dean will play an instrumental role in establishing and reinforcing high expectations for positive student behavior. The dean will maintain consistent and constructive communication with teachers, administrators, and student families in an effort to ensure that school culture norms are effectively defined and reinforced.

Responsibilities:

- Establish and maintain a positive, safe, and college-going school culture;
- Supervise the consistent and fair administration of school policies regarding student conduct and discipline;
- Support teachers to create and sustain classroom management systems that ensure a focus on learning and student success;
- Oversee the development and implementation of student supports and interventions;
- Maintain systems for collecting and tracking data on school culture metrics, including discipline and attendance;
- Serve as a liaison to parents and facilitate parent education and involvement in support of school culture policies;
- In working with the Family and Community Liaison, play an active role in coordinating school partnerships;
- Create and present formal reports on school culture and safety;
- Facilitate faculty and staff professional development related to school culture and consistent enforcement of student discipline; and
- Organize school events that encourage community connection to and investment in the school culture and student success.

Qualifications:

- BA/BS degree required, Master’s degree preferred;
- Administration certification preferred (but not mandatory);
- Experience and demonstrated ability in working with children in a teaching, counseling or other applicable capacity;
- Prior experience in an urban, high-poverty and/or turnaround school strongly preferred;
- Commitment to accountability, professional development for instructors, and student success;
- Exhibited leadership in working with staff, students, and the community;
- Outstanding presentation and facilitation skills;
- Bi-lingual preferred (but not required);
- Ability to effectively interpret student/school data and identify areas strength, need and growth;
• Strong interpersonal skills (communication, problem solving, conflict management, collaboration) to share research-based instructional approaches and provide advice, mentoring, and coaching to teachers and other staff;
• Strong organizational skills; and
• Unwavering belief that all students can succeed.

Application Process:

Interested candidates should apply through our online system. To apply, please submit resume, cover letter, and two professional references at www.blueprintschools.org.

NOTE: Please indicate within your cover letter if you are a current staff member of Dever A. Elementary School.

Blueprint Schools Network is an equal opportunity employer. M/F/D/V