



CRISTO REY | DE LA SALLE

EAST BAY HIGH SCHOOL

ST. ELIZABETH CAMPUS

## **Dean of Students**

### ***Our Mission***

Located in the heart of Oakland's historic Fruitvale district at the Saint Elizabeth Campus, Cristo Rey De La Salle East Bay High School (CRDLS) is a diverse, Lasallian Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose, and service. A rigorous and personalized college preparatory curriculum integrated with a corporate work study experience prepares students to succeed in college and in life.

### ***Our Unique Approach***

Working at CRDLS is UNLIKE teaching in a traditional high school environment.

We are proponents of personalized learning. CRDLS leverages the Summit Learning platform to aid in the delivery of its educational program. The school is sponsored by the De La Salle Christian Brothers of the Lasallian District of San Francisco New Orleans and is a member of the Cristo Rey network.

We are committed to the principles of restorative and wholeness practices, and we integrate a unique corporate work study program in the educational experience of each student associate. Each student associate is employed five days per month by a corporate partner, local business, or community agency which, in turn, provides socio-political capital and tuition assistance.

### ***The Call***

**The Dean of Students** works collaboratively to foster the character formation and moral development of each Cristo Rey De La Salle student. The Dean is also responsible for school safety and student discipline. They maintain student records for attendance, tardiness, health and discipline, and serve as chief liaison to the surrounding community and other area schools concerning off-campus student safety, behavior and other student life issues. The Dean reports to the Principal.

### ***Essential Responsibilities include but are not limited to:***

- Assist the Principal in the promotion of a culture of learning and respect amongst the students in the School – with particular attention to discipline, good stewardship and leadership in service to others;
- Assists with cultivating a diverse and inclusive community through systematic programming where all students can thrive personally and academically;
- Actively promotes Restorative Practices and operates with the principles of Restorative Justice when engaging in Student Discipline;
- Assists in creating professional development opportunities and takes advantage of professional growth opportunities as a lifelong learner;
- Maintains strict confidentiality related to students and school families;
- Serves as a collaborative member of the Student Success Team (SST/CARES Team) together with the Vice Principal, counseling staff, mentor, CWSP representative, and Principal to develop strategies to support the social-emotional growth, behavior, and learning needs of student;
- Periodically plans and sponsors student + parent education;

- Administers and enforces the rules and regulations promulgated in the Student/Family Handbook;
- Assists the Vice Principal with annual review and revisions of the Student/Family Handbook;
- Is responsible for establishing guidelines for proper student conduct and dress, maintains student discipline + records consistent with school policies, monitors students' adherence to established school rules and maintains accurate records of student attendance and citizenship;
- Continuously evaluates the effectiveness of the school discipline system;
- Maintains accurate records of disciplinary actions throughout the students' four years
- Coordinates with Principal, Vice Principal, Mentor, and Registrar about behavioral issues as they arise;
- Proactively notifies parents and Principal, in writing, of matters regarding suspension, probation, and dismissal;
- Assigns and supervises detention;
- Notifies Principal, Vice Principal, Director of Athletics, and Director of Wholeness of any disciplinary action which affects student eligibility
- Coordinates conferences with students, parents and teachers concerning problems related to student behavior;
- Supervises and is responsible for the maintenance and proactive management of each student's attendance and discipline record in PowerSchool;
- Develops a proactive intervention process and attends meetings regarding student growth and success;
- Works closely with the Registrar in following an attendance structure with internal controls that communicate absences over time; up to written, electronic, and spoken; parent guardian and student meetings; and, possible disciplinary contracts to mitigate/resolve absence issues;
- Assigns and monitors lockers;
- Supervise building security, maintain school Crisis Plan and conduct ongoing safety training/drills. Serve as school liaison to the surrounding community, as well as other area schools, about off-campus student safety, behavior and other student life issue;
- Supervise all community life events, collaborate with Vice Principal to create daily "Relationship Building Opportunity" (RBO) proctoring schedule and special event + community event supervision.

### ***Requirements***

- At least three years of successful experience in a similar role;
- Master's degree in education is desirable; Bachelor's degree required;
- Minimum five years' experience middle and/or high school teaching;
- Proficiency in Spanish is desirable but not required;
- Prospective applicants with a Catholic background are preferred.
- Prior teaching experience or work with underserved youth is preferred;
- Standard health and background checks including department of justice fingerprinting

### ***Seven Essential Characteristics of an Educator at Cristo Rey De La Salle East Bay High School***

- Commits to working with young people, and accompanies our student associates to become agents of their academic success;
- Exhibits the flexibility to pivot and is comfortable with change and transition;
- Listens to new educational research, displays a growth mindset, and engages in lifelong learning;
- Models mindfulness, culturally responsive and relevant teaching, wholeness and restorative justice practices;
- Collaborates openly and communicates authentically with colleagues to build an inclusive educational community;

- Takes creative initiative, is resourceful, organized, self-directed, and is reflective and loving in disposition;
- Appreciates our Lasallian Catholic heritage and tradition, and respects religious plurality.

### ***Compensation***

We offer a competitive salary and benefit package for our faculty and staff.

### ***The Application Process***

If you are considering applying for a position at CRDLS, please submit via email to Chris Trinidad, vice principal + Ana Hernandez, principal [hr@crstoreydelasalle.org] one PDF document containing a cover letter and resume.

If you are invited for an interview, please be prepared to provide (1) your transcripts from each undergraduate and graduate institution you attended; (2) a copy of any additional certifications including any credentials; (3) and, 2 letters of recommendation. Applications are accepted on an ongoing basis and will be reviewed in the order in which they are received. You will be contacted if you are selected to participate in the interview process.