



DEAN OF INSTRUCTION AND CULTURE

JOB DESCRIPTION

ABOUT RAINIER PREP: Rainier Prep is a rigorous college preparatory public 5th – 8th grade middle school located on the border of South Seattle and Burien, WA. We are committed to transforming the future one child at a time and believe in the inherent capacity of ALL students to succeed in a college prep environment. Rainier Prep aims to achieve radically different outcomes for students who have been historically underrepresented on college campuses and in leadership positions, such as low income students, immigrant students and students of color. We are focused on identifying and serving those students who will be the first in their families to attend and graduate from college. We strive to prepare all students to excel at four-year colleges and to serve as leaders in their communities.

STAFF WE SEEK: Rainier Prep is seeking a collaborative, adaptable, and passionate addition to our excellent staff. Applicants need to be deeply motivated to provide the best educational experience possible for our community. Rainier Prep staff are expected to be creative in building new programs and solutions-oriented in addressing the challenges that inevitably arise in a school setting. The Dean of Instruction and Culture will thrive in our demanding and team-oriented culture. This position reports to the School Leader.

MAJOR RESPONSIBILITIES: The Dean of Instruction and Culture works to develop faculty in implementing Rainier Prep's core values and rigor in their classroom teaching through regular instructional coaching and support of student culture on campus. This position is best suited to someone who likes to work with both students and adults. The Dean should possess strong relationship skills, have the ability to develop efficient progress monitoring systems, and display strong organizational and management skills. Candidates must be strong instructional leaders and be able to quickly internalize the expectations of the Rainier Prep classroom and coach developing teachers to meet those expectations. Candidates must deeply value collaboration and be willing to both offer and receive honest, actionable, and timely feedback.

A DAY IN A LIFE OF A DEAN: *Below is an example of what one day might look like. One thing that makes this job interesting is that every day will be different.*

- Parent meeting 7:30 - bus behavior from previous day
- You lead our staff huddle at 8:00 - quick updates and one actionable mission focus for the day
- Students come in at 8:25, advisory starts by 8:40. You check in about goals for new quarter with advisees
- Teach reading or coach a teacher in their reading class
- 1 on 1 with 7th grade ELA teacher you're supervising, co-planning for Black Lives Matter Week
- Push into 5th grade ELA, working with struggling writers during writer's workshop
- Curriculum Planning with 5th Grade ELA teacher
- Eat your lunch
- Lunch or recess duty - Connect with a few students who you have seen struggling in class

- Conduct classroom observation of 8th grade science, assessing progress on feedback from prior observation last week
- Mediate conflict between students that carried over from today's recess, ending with plan for them to eat lunch together once a week for the rest of the quarter
- Behavior team meeting - creative problem solving for a system-wide, positive incentive for on-time Enrichment arrival
- Planning professional development on how to increase high quality student-to-student talk
- Advisory snack - student-led circle about roses-and-thorns from today
- Enrichment - Your choice. Share something you love to do with students - current activities vary from knitting to soccer to the play to yearbook to Student Parliament to Korean
- Greet parents at pickup
- Quick check-in with 8th grade science teacher regarding observation and a high-quality engineering challenge day where the materials were managed seamlessly so that the students and the teacher could focus on the content

JOB DUTIES:

Establish Strong School Culture and Coach Teachers to Improve Instruction:

- Coach teachers to cultivate a healthy classroom and school culture, modeling an approach to learning that emphasizes risk-taking, respect, curiosity and constant commitment to quality improvement; apply honest, actionable, and timely feedback that results in improved performance
- Encourage culture of flexible and collaborative collegiality in which mission and goals of the school are the foremost focus of all decision making; lead students to handle adversity and ambiguity well
- Demonstrate strong people management skills, with the ability to motivate, inspire, develop, and collaborate with a diverse group of teachers, leaders, staff members, and community members
- Develop clear metrics of success for student culture, and subsequently monitoring these metrics and adapting support, implementation, and program based on identified needs (focus on systems thinking versus individual)
- Support and lead on whole school behavioral pieces like arrival, hallway transitions, lunch, recess, dismissal and busses
- Thrive in an innovative, reflective culture that demands flexibility and quick adjustments to meet student needs and comfortable with the ambiguity that comes with a dynamic and progressive workplace
- Identify professional development needs, develop and lead professional development for staff

Deliver Excellent Results Through Coaching and Professional Development:

- Hold weekly coaching sessions and regular observations of teachers
- Support teachers by providing clear feedback and actionable next steps
- Design, build and facilitate professional development experiences for the school faculty
- Create systematic, proactive supports for those implementing the Rainier Prep classroom management protocols as well as professional development for staff around ways to improve school culture
- Communicate teacher progress with the School Leader and Dean of Students
- Manage and analyze student reading, math, and behavioral data to make recommendations to staff about instructional practices and/or school culture improvements
- Assume various campus support and leadership roles as needed such as behavior team lead
- Model classroom routines and procedures and co-teach classes
- Review gradebook usage and support with systems thinking regarding student progress and grades

Lead a Student Advisory Group:

- Lead a daily student advisory group of 13-17 students
- Serve as main point of contact for each advisee's family
- Lead parent-teacher-student beginning of year meetings and mid-year conferences for advisees
- Collaborate with colleagues on grade team to write and update advisory curriculum
- Attend community events

MINIMUM QUALIFICATIONS:

- 4 years experience in high poverty schools serving a majority of students of color
- 3 years experience teaching
- 1 year teacher coaching experience
- Experience in multiple contexts (variety of contexts, subjects, grades)
- Evidence of strong relationships with colleagues, students and families
- Washington State Teaching Certificate or the ability to get one before August 1, 2019
- Experience in data analysis and instructional design responsiveness to data
- Growth mindset and belief that all children can learn at high levels
- Ability to multi-task in a fast-paced, dynamic environment
- Excellent organizational, writing, planning and implementation skills
- Strong technology skills

PREFERRED QUALIFICATIONS:

- 5 years teaching experience
- Masters Degree in Education or related field
- Fluent in Spanish, Somali, or Vietnamese
- Reading specialist
- Experience in grades 5-8
- Expertise in project-based learning
- School or district leadership experience
- Experience in data analysis to inform instructional practices
- Supervision / development of first year teachers
- Social Emotional Learning curriculum development with grades 5-8
- Experience developing systems for program designs
- Creating and growing partnerships with community organizations
- Experience in a high performing school that is significantly outperforming similar schools

SALARY: Salary range is **\$70,000-\$100,000 depending on experience**. Benefits such as health and dental insurance as well as retirement will be included with full-time employment.

HIRING PROCESS: Go to www.rainierprep.org/careers and click "apply here" to begin the application process. Then email a cover letter and resume to apply@rainierprep.org. Rainier Prep will invite select candidates for interviews. The selection process will continue until the position is filled. Hiring is contingent upon successful completion of employment and certification verification, fingerprinting, etc.

WORK YEAR: Official work begins on Monday, July 29, 2019.

Equal Employment Opportunity Commitment

Rainier Prep is an equal opportunity employer and thus affords equal employment and advancement opportunity to all

qualified individuals without regard to race, creed, color, religion, national origin, ancestry, gender, sexual orientation, pregnancy, age, disability, marital status, medical condition, or any other classification that is protected under applicable local, state or federal law.