



DEAN

JOB DESCRIPTION

*Open to Internal and External Candidates
Multiple positions available for 2020-21 SY*

SUMMARY:

Rainier Prep is seeking exceptional Deans who want to be part of sustaining an excellent school that delivers radically different results for students who have the most obstacles to a college degree. This position requires a self-motivated, collaborative professional who is deeply knowledgeable about instruction, assessment and curriculum, and who thrives in a demanding and team-oriented culture. Rainier Prep is a rigorous college preparatory 5th – 8th public charter school located on the border of South Seattle and Burien, WA. We believe in the inherent capacity of every student to succeed in a college prep environment.

RESPONSIBILITIES:

Establish Strong School and Classroom Culture:

- Establish/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
- Maintain high expectations for all students and believe all students can find success in school, college, and life
- Support and lead on whole school behavioral routines 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 are comfortable with the ambiguity that can come with a dynamic and progressive workplace

Deliver Excellent Results Through Coaching:

- Model high quality behavior management and rigorous instruction within their classrooms and as an example for those they are coaching
- Hold weekly coaching sessions and regular observations of teachers
- Support teachers with 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 Director of Instruction
- Manage and analyze student reading, math, and behavioral data to make recommendations to staff about instructional practices and/or school culture improvements
- Model classroom routines and procedures and co-teach classes
- Review gradebook usage and support with systems thinking regarding student progress and grades

Classroom / Instructional Responsibilities:

- Lead a daily student advisory group of 13-17 students
- Serve as main point of contact for each advisee's families
- 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
- Teach a reading group and enrichment classes
- Provide push-in services to students in content classrooms

Collaborate with Colleagues:

- Seek, provide and implement high-quality feedback from/to colleagues
- Collaboration with grade-level and subject colleagues on all common courses taught
- Model a growth mindset and foster continuous learning in students, families and colleagues
- Open classroom doors to colleagues, families and community members
- Assist in creating and supporting common school-wide systems
- Assist in special projects as needed and other duties as assigned or assumed
- Serve/lead on multiple committees throughout the week (i.e. Behavior Team, Attendance Team, Student Support Team)

**Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in the job description. We are most interested in finding the best candidate for the job, and that candidate may be the one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please email apply@rainierprep.org to discuss your application.*



MINIMUM QUALIFICATIONS:

1. Bachelor's Degree or equivalent experience
1. Washington State Teaching Certificate or the ability to get one before August 1, 2020
2. 4 years teaching experience
3. 1 year of coaching/mentoring experience
4. Culturally competent and responsive instruction with diverse students and families, a commitment for advocating for all children, and experience working with students of similar backgrounds to our students
5. Experience of school improvement strategies and the development and maintenance of a positive school culture
6. Growth mindset and belief that all children and staff can learn at high levels
7. Evidence of strong relationships with colleagues, students and families
8. Classroom data which demonstrates that your students are outperforming the odds
9. Experience in a high-performing school that is significantly outperforming its neighboring schools
10. Experience in data analysis and instructional design responsiveness to data
11. Ability to multi-task in a fast-paced, dynamic environment
12. Ability to work independently and as a team member
13. Knowledge and experience in the development and evaluation of curriculum.

PREFERRED QUALIFICATIONS:

1. 5 years teaching experience
2. 2 years of coaching experience
3. Experience with coaching and leading professional development on curriculum and instruction
4. A Master's Degree in Education or related field
5. Fluent in Somali, Spanish, Vietnamese, Amharic or Arabic
6. School or district leadership experience

SALARY:

Salary for this position ranges from \$76,000-115,000/annual based on years experience. *Note: This is a 12 month position and does require summer work.*



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 selected 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.

START DATE:

Official work begins in July 2020.

***CERTIFICATION:**

Applicants with certification in other states will be strongly considered. Washington State has a process for converting certificates from other states, and there is significant variability between states on the conversion process. Candidates will be responsible for completing all steps toward Washington state certification in order to begin work in Rainier Prep.

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.

NONDISCRIMINATION STATEMENT

Rainier Prep School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Director of Operations, 10211 12th Ave S, Seattle, WA 98168.

Title IX Coordinator: Karen Lobos, Director of Operations klobos@rainierprep.org

Section 504/ADA Coordinator: Mash Makhlyagina, Learning Specialist mmakhlyagina@rainierprep.org

Civil Rights Compliance Coordinator: Karen Lobos, Director of Operations klobos@rainierprep.org