



<b>Job title</b>	Dean of Culture
<b>Reports to</b>	Head of School

### **About the Organization**

Hawthorn Leadership School for Girls is the first all-girls' public charter school in the state of Missouri serving students in grades 6-12. Hawthorn provides young women with the academic background, self-esteem, and leadership skills, with a focus in STEM, that will enable them to succeed in college and beyond.

### **Duties and responsibilities**

The Dean of Culture is a key member of the school leadership team that supports students, families, and staff members on how to build and maintain a positive school culture. The Dean of Culture supports student discipline systems and works to build families as partners in their child's education. The Dean of Culture will help craft and manage systems to reinforce explicit and high behavioral expectations for students, families, and staff by ensuring fidelity to the Hawthorn Handbook.

Duties and Responsibilities:

- Create a structured, positive and academically focused school culture. Document and maintain school records regarding school discipline.
- Manages and oversees after school extracurricular activities
- Conduct formal investigations based on student, parent and adult inquiries related to school culture, discipline, and incidents. Complete a written summary of the investigation with recommended action steps in a timely manner to the Head of School
- Own the development and implementation of the school wide culture plan and ensure it builds and reinforces Hawthorn's school values.
- Develop and oversee all school celebrations, incentives and recognition in order to foster joy within the school community.
- Communicate with parents on an ongoing basis regarding both celebrations and challenges related to school culture and maintaining a high standard of excellence at school.
- Implement and hold students accountable to school culture expectations and discipline policy as outlined in the school handbook.
- Work closely and effectively with children who have behavior challenges and their families; partner with school counselors, special education staff, social workers and teachers to determine interventions when needed.
- Facilitate staff training on student-teacher relationships, classroom management, parent partnership and school culture.
- Conduct regular school culture walkthroughs to help staff maintain a high bar of excellence. Supporting teachers to reinforce a school culture of high behavioral expectations that enables a consistent focus on academic results

- Supervise school entry, breakfast, lunch, dismissal, and transitions to ensure they are orderly and positive.
- Active member of the attendance team to ensure that students are meeting school wide expectations for attendance.

Other duties as assigned.

**To Apply:**

**Please submit cover letter and resume explaining your interest in the position to [careers@hawthornschool.org](mailto:careers@hawthornschool.org)**

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