

**PUENTE Charter Elementary School  
Dean of Engagement**

PUENTE Learning Center is a place for learning, achievement and success. We are committed to making education and job training skills accessible to all. We offer classes for students ages 3 to 80+, from preschool to adults, including computer literacy, English as a Second Language, High School Diploma, a charter elementary school, and after school and summer programs. PUENTE is proud to be part of the Boyle Heights neighborhood, a primarily immigrant community and serving over 100,000 students in our over 37-year history.

PUENTE Charter School is a TK-5 elementary school operated by PUENTE Learning Center. The Charter School offers a family-centered, outcomes-based learning experience designed to help children meet and exceed Common Core State Standards mastery and build a solid foundation for lifelong academic achievement.

**Position Overview**

The Dean of Engagement serves as an active member of the School Leadership Team and reports to the Charter School Principal. This is instrumental in ensuring and maintaining a safe and nurturing learning environment for students and staff. The Dean of Engagement will oversee and lead the development and growth of a positive, structured, and achievement-oriented school and culture. In addition, they will support teachers to effectively develop a strong classroom culture and model for student behavior management, as well as develop and encourage a positive staff culture. The Dean will work with students and families to improve student behavior and attendance in order to ensure success in the classroom.

**ESSENTIAL INSTRUCTIONAL AND ADMINISTRATIVE FUNCTIONS AND RESPONSIBILITIES**

***Student Engagement***

- Oversee student attendance and implement an MTSS approach in response to student absences
- Create student engagement calendar and coordinate events/activities such as festivals, recognition ceremonies, assemblies, etc.
- Respond to student discipline issues through an MTSS approach as stated in the behavior plan
- Model positive interactions with students, as well as a variety of ways to handle misbehavior and disruptions
- Provide students in crisis with a space and strategies to cope, and/or improve in-class behaviors
- Communicate with families of students in-crisis on a regular basis, and collaborate/problem solve the best ways to address student behaviors and support student needs
- Create structures and expectations for increasing student independence in the classroom and throughout the school.
- Serve as the Administrative Designee for summer camp
- Serve as the coordinator and leadership point person for student removals/in-school or out-of-school suspension

***Staff Engagement***

- Create staff engagement calendar and coordinate events/activities
- Coordinate community building activities
- Mentor new instructional team members
- Support teachers in class to problem solve ways to address challenging student behavior
- Serve as a resource for teachers to determine best ways to develop student management techniques
- Collaborate with the school counselor to support at-risk and in-crisis students

- Collaborate with the school counselor in the implementation of Social Emotional Learning into classroom community
- Plan, implement, and provide ongoing professional development and feedback to all staff focused on building positive student relationships, student culture, and classroom community
- Conduct classroom observations and to follow-up with targeted feedback and support for teachers that help them to become even more effective teachers; to be available to work with teachers to problem-solve areas of classroom discipline, behavior, and culture/community difficulty
- Collaborate with the Charter Leadership Team to plan summer training and professional development days during the school year
- Be a regular presence in classrooms, informally observing and following-up with teachers in order to improve teacher effectiveness

### ***Parent Engagement***

- Participate and lead when required during parent conferences involving matters related to discipline and attendance
- Facilitate, encourage and increase family engagement, relationships, communication, and participation
- Create and lead a schedule of events throughout the year to involve families in school community
- Create and facilitate orientations
- Coordinate and/or Facilitate monthly family nights

### ***Additional Responsibilities***

- Attend SST & IEP meetings, as per the Charter School Principal
- Participates and trains staff on safety drills, emergency plans, and policy development related to safety
- Collaboratively work with students, parents and school staff to build a learning environment that is safe and productive
- Ensure compliance to Charter School expectations (facility, punctuality and attendance, dress, decorum, parking, etc.)
- Participate in all duties and responsibilities as appropriate for a PUENTE Team member
- Other duties as assigned by the School Principal

### **PERSONAL ATTRIBUTES**

- Dedication to mission driven work. Passionate advocate for the mission and those being served through the organization.
- Outstanding communication skills. A collaborative and communicative work-style that translates into measurable results with internal partners.
- Excellent strategic, organizational and school management skills. A decisive, “roll-up-the sleeves” attitude.
- Enthusiasm for all subject areas and for on-going acquisition of knowledge across all areas.
- A person who is comfortable with change for the growth of the child and school.
- Commitment to diversity, equity, and inclusion.
- Must have the ability to motivate and inspire confidence among staff, colleagues, and volunteers.
- Constant learner who seeks to expand their knowledge for all subject areas and open to new ideas and innovations to enrich their work.
- A self-motivated, confident and influential style that is coupled with sensitivity and flexibility. A strong leader with high emotional intelligence and professional standards.
- Character and substance; a person with the highest ethical standards.
- Positive attitude is a must.

## **EDUCATION, CREDENTIALS AND EXPERIENCE**

- An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university
- At least two semester units each (six semester units total), or the equivalent, of course work in culture, language, and methodology to meet the requirements of the PUENTE's Master Plan for English Language Learners
- A current California K-12 Multiple Subjects Teaching Credential
- Minimum of 5 years of teaching experience, with experience teaching the community PUENTE serves (English Language Learners)
- Bilingual, English-Spanish fluency
- Minimum of 1-2 years in administrative, leadership or coaching position
- Demonstrated success working with a diverse student population
- Demonstrated record of meeting deadlines for school compliance operations

Job Type: Full-time, year-round

Hourly Rate: \$68,000.00 - \$80,000.00

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources, at [tesa@puente.org](mailto:tesa@puente.org). No phone calls please.

Review of applications will begin immediately.