



CHARTER SCHOOL

Dean of Student Life

ORGANIZATION OVERVIEW | YouthBuild Philly is a life-changing two year program for young adults between the ages of 18 and 20 who have dropped out of high school serving approximately 450 young people per year, half as students and half as alumni. In the first year of the program, students engage in competency-based academics, vocational training in either building trades, business/customer service, early childhood education and healthcare, as well as serve as part-time AmeriCorps members. In the second year of the program, alumni receive support to pursue their postsecondary goals in careers, college, and training. YouthBuild Philly is an award winning, flagship program of the national YouthBuild movement, and has been named a Top Workplace by the Philadelphia Inquirer for six consecutive years. Our mission is to provide out of school youth in Philadelphia with the broadest range of tools supports and opportunities available to become self-sufficient, responsible and productive citizens in their community.

Job Description:

(1) working proactively to maintain the overall restorative climate and culture of the School with a reflective and engaging approach; (2) enforcing code-of-conduct infractions through the implementation of the School's Restorative Practices program

Restorative Culture:

- Believe deeply in the mission of school-wide restorative practices;
- Ensure positive culture and climate through relationship building with the support and guidance of the Director and Associate Director of Student Life;
- Emphasize deepening Staff with Student and Student with Student relationships via restorative practices;
- Maintain positive culture and climate through the use of restorative circles, Village Meetings, teamings, and one-on-one restorative conferences with staff.
- Provide timely response to Culture Team text system and crisis management when needed.
- Manage the daily restorative discipline process with community agreements are broken. This work is done in close coordination with the Director and Associate Director of Student Life.
- Facilitate restorative meetings with students and staff to ensure full student reintegration to the classroom, worksite and school community.

- Maintain database of school suspensions for the End of Year School Safety Report
 - Promote and maintain positive culture and climate by being accessible and visible in hallways, classrooms, during arrival/dismissal of students, lunch periods, after school programs.
 - Support teachers in developing and implementing classroom management strategies and plans for individual students as needed
 - Act as first-line contact for School staff and students' families who have questions regarding discipline process;
 - Participate in community service projects in keeping with service ethics of the school.
 - Complete duties as assigned by Director of Student Life
- **Professional Development**
- Research, utilize and maintain best practices, as well as knowledge of trends related to out-of-school youth, youth development, social work practices, counseling techniques and restorative-justice practices;
 - Continue to develop skills through trainings and professional development offered at the School, community workshops, and conferences.

Qualifications

YouthBuild Philadelphia Charter School requires the following qualifications for this position:

- Bachelor's degree from an accredited college or university;
- 1-3 years of experience working in a similar role;
- Act 24, 34, 114 and 151 criminal background clearances;
- Ability to operate in a fast-paced, highly flexible work—often highly intense—work environment;
- Ability to travel to locations, organizations or events in the City of Philadelphia and surrounding counties;
- Creativity in developing strategies that lead to students' success;
- Excellent counseling skills;
- Detail-oriented, with strong organizational skills;
- Proficiency in Microsoft Word, Excel and PowerPoint;

- Strong communication skills and ability to present information within expertise to large groups;
- High level of professionalism and customer-service skills;
- Experience working in a team setting;
- Respect for the intelligence and experiences of young adults;
- Strong commitment to helping young adults succeed in reorienting their lives, nurturing their leadership skills, and enabling them to make a difference in their community;

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at careers@youthbuildphilly.org with subject line “Dean Student Life”. Candidates who don’t submit salary requirements will not be considered for the position.

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.