



An award-winning EL Education School in Washington, DC

High School Coordinator of School Culture and Character

Capital City seeks a Coordinator of School Culture and Character to work with students and staff to ensure positive social interactions and academic success at our High School. The administrator position works in concert with the Director of Student Services (DSS) and Principal to implement effective school-wide interventions and initiatives; implement and enforce the school's discipline policies; and collaborates with staff to create a positive social and academic community.

This is a 12-month position, which is exempt and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.

Some of the many and varied responsibilities of the position are:

- Maintain a strong vision for school culture that incorporates Capital City's community values. Consistently and frequently communicate this vision to students and staff and make it part of the life of the school.
- Lead the Student Government Association/Student Council in implementing student activities (both social and academic), assemblies, and competitions between staff and students highlighting our various cultures and values.
- Lead the implementation of the Developmental Designs program for positive classroom management and school culture through Professional Development for staff.
- Work with the leadership team to develop and implement a school-wide behavior management system with meaningful incentives for positive behavior and with effective and logical consequences for misbehavior. Ensure consistent understanding of the system among students and staff and consistent implementation.
- Analyze discipline data, survey data and school-wide trends to identify needs, develop and implement plans to address school-wide needs. Share data with administrators and teachers and use data to improve behavior and instructional practices.
- Utilize Critical Friends Group (CFG) protocols to investigate problems through an equity lens and propose solutions.
- Direct, hire for, and implement our New Student Orientation Program to acclimate freshman into the Capital City, our community values, and our Habits of Work and Mind.
- Work with the Restorative Justice Coordinator position and the School Culture Leadership Team

- Engage families in support of the school’s goals; create a culture and an expectation so that teachers reach out to parents and enlist their proactive support in the dream – and the hard work – of getting all our students to college; build strong relationships with parents.

Requirements: Candidates must have a bachelor’s degree and at least 5 years of experience teaching/in administration at the secondary level. Candidates should have experience working with adolescents and diverse populations. Experience in counseling, leading peer mediation, and social/emotional work with high school students is a necessity.

Compensation and Benefits: Capital City offers a competitive salary commensurate with experience and a comprehensive benefits package.

About Our School: Capital City was founded in 2000 and now serves 993 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model (www.elschools.org). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City’s program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

To Apply: Email your resume and cover letter to capitalcityjobs@ccpcs.org with “**High School Coordinator of School Culture and Character**” in the subject line. For additional information, please visit our website www.ccpcs.org.

Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.