



NORTH OAKLAND COMMUNITY CHARTER SCHOOL

1000 42nd Street, Oakland, CA 94608
fax 510-655-1222

www.noccs.org

Dean of Student, Family, Support Services

About the Position

North Oakland Community Charter School (NOCCS) seeks an experienced, dynamic, progressive, and equity-minded educator to join our powerful school community. This is a .8 to 1.0 FTE position.

In 2010-2011 we will complete our expansion with a complete K-8 program and a total enrollment of approximately 210 students.

The Dean will play an integral role in supporting a safe, healthy, and supportive school environment for all stakeholders at NOCCS, with a particular focus in supporting the diverse and unique social, emotional, and educational needs of our upper school (4th – 8th) grade students and families.

The ideal candidate will have knowledge of and experience with a diverse range of pre-adolescent and adolescent youth. They will be a highly skilled teacher, counselor, and leader with the ability to manage multiple roles, duties, and projects that advance the work and mission of the school. The dean candidate must have demonstrated success in working with students and families in multiple contexts (counseling, educational, disciplinary, etc.), collaborating with educators, and developing innovative school-based programs and projects. The candidate must share our school's beliefs in and passion for the power of progressive education, high expectations for all learners, and the importance of equity-based educational practices.

The dean will be responsible for developing and implementing a number of critical duties and projects, including but not limited to:

- **Oversee, implement, and develop sustainable systems to provide student support/intervention/discipline in alignment with our comprehensive approach to peacemaking. Examples of these duties and projects include:**
 - Administering individualized behavioral coaching and intervention
 - Facilitating student-family support conferences related to student discipline
 - Overseeing in-house suspension and follow-up
 - Developing and implementing individualized behavioral support action plans and contracts
 - Assisting families in identifying and leveraging counseling and other social-emotional supports for students
 - Overseeing and facilitating the student success team process
 - Developing and implementing systems and multiple measures for collecting, analyzing, and leading to the continuous improvement and effectiveness of the school's comprehensive approach to peacemaking

- **Oversee, implement, and develop sustainable systems to support effective family involvement and education. Examples of these duties and projects include:**
 - Developing and/or identifying and implementing family education and community meeting programming that is consistent with and supportive of NOCCS comprehensive peacemaking framework

- Organizing and leading Bridge Day, Open House, and other community-family related programming.
- Developing and implementing systems to support an effective family volunteer system, training, support, and appreciation
- Lead the on-going development and implementation of the NOCCS Service-Learning Program. Examples of these duties and projects include:
 - Structuring and leading 6 – 8th grade team in implementing a cycle of inquiry-based service-learning program for 6th – 8th grade students with a particular emphasis on leading the development of strong connections with local neighborhood members, businesses, civic organizations, and non-profit organizations.
 - Designing and implementing the 8th grade “cap-stone” project where students use the cycle of inquiry to research and implement a service-learning project that benefits the community
- Lead the on-going development and implementation of the 6th – 8th Grade Advisory Program. Examples of these duties and projects include:
 - Implementing and extending the NOCCS Peacemaking Curriculum to make it applicable and relevant to 6th – 8th grade students
 - Leveraging guest speakers related to important topics for healthy adolescent development such as sex education, internet safety, etc.
 - Designing and leading a high school exploration and readiness component for 8th grade students and families
 - Coordinating high-school search and applications processes for 8th grade students
- Development and teaching an engaging elective class for 6 – 8th grade students.
- Test Coordination
 - Overseeing and implementing CELDT, STAR, and PE Testing and reporting
- Other duties as assigned by the director

About NOCCS

The North Oakland Community Charter School (NOCCS) is a public school dedicated to helping children to become thoughtful, informed, and inquisitive citizens. NOCCS is a vibrant, diverse learning community driven by respect for each child’s unique intelligence and history. Our school’s dynamic and challenging educational approach deepens the intellectual and social capacities of each child that we serve.

NOCCS is driven by ten core principles that anchor and guide our community and its work, and provide a vision to which we aspire as a learning community. These principles include: (1) respect for children and their learning; (2) high expectations; (3) a caring community of learners; (4) valuing diversity; (5) connections to the world; (6) a commitment to equity; (7) families' contributions; (8) respect for teachers and teaching; (9) creativity; and (10) teaching for understanding.

Since opening its doors in September of 2000, NOCCS has grown from a tiny one classroom school serving 20 students to a vibrant community of learners that, at full capacity in 2010 – 2011 will have a full enrollment of approximately 210 students. The NOCCS student body is a diverse group of learners that includes 16% African American, 48% White, 30% Multi-Ethnic/Decline to State, 2% Hispanic, and 4% Asian. Over 25% of our student qualify for free or reduced priced lunch. Over the next several years, we anticipate continued diversification of our student body due to a combination of our expansion to a K-8 educational institution, increased outreach efforts, equity-based policy efforts, and our new geographic location within a highly diverse neighborhood area.

NOCCS stands out as one of Oakland and the Bay Area's most successful progressive education urban charter school models. Since its inception in 2000, NOCCS has ranked as one of the area's top schools. For each of the past four years of our chartering period, the school has achieved an Academic Performance Index (API) ranking of over 800, with a recent significant jump of 30 points to our current level of 880. Our most recent API ranking places NOCCS as the 11th highest achieving school out of Oakland's 70 public elementary schools, and 4th highest out of Oakland's 23 public middle schools. Our charter was unanimously approved for a third five year term in February of 2010.

About our Educational Philosophy and Program

From the very beginning, NOCCS has embraced and been built upon a progressive and equitable educational philosophy and program. Directed by and aligned to our powerful guiding principles, a NOCCS education seeks to develop in students the ability to think critically, express creatively, and to act thoughtfully in an increasingly complex and interconnected world.

Students at NOCCS are consistently challenged – from a very young age – to critically consider, analyze, and synthesize multiple viewpoints and sources of data; consciously understand and implement a variety of strategies when attempting to solve problems; effectively work both autonomously as well as collaboratively, to develop, revise, expand and express their understanding of concepts and their demonstration of skills; and to authentically empathize and to work in a kind, caring manner to understand and resolve conflicts in a way that strengthens and builds our community of learners.

The NOCCS curriculum, with an emphasis on Teaching for Understanding, is designed to enable students to meet and/or exceed grade level standards through the exploration of in-depth, powerful, disciplinary-based skills, ideas, and strategies. As such, our pedagogy incorporates a number of best practices for effectively and equitably building mastery of skills and content as well as critical thinking and reasoning. These teaching strategies range from direct, explicit skills instruction to workshop and project-based formats that include and emphasize differentiated and individualized support for each learner and the use of reflection to build on-going understanding. Our well-articulated learning units include a number of inquiry, projects, and constructivist-based projects and modalities with a focus on higher level thinking skills that support the students in developing the skills of application, analysis, evaluation, and creation as well as the habits of collaboration, reflection and revision. The arts, environment, service-learning, peacemaking, and technology are integrated into our instructional units and strategies in order to enable students to both collect, learn, conceptualize, and internalize information as well as effectively, creatively, and meaningfully demonstrate their new knowledge, strategies, and skills – often ways that are connected to the “real world” and/or help others in our community to learn and grow as well.

Our educational program structure, school day, and culture are explicitly designed to support this ambitious and authentic vision of student achievement. Kindergarten through fifth grade students are placed in multi-age classrooms for the majority of their academic subjects, as teachers loop with student cohorts over a two year period, thus enabling teachers to develop deep relationships with each student and his/her family that support both developmentally attentive academic learning and social-emotional growth, as well as built-in leadership and community-building opportunities among and between students. Students in 6 – 8th grade participate in a variety of structures including team-taught cored block-scheduled classes, advisory programming, and service-learning cohorts that enable them to develop deep and supportive relationships with both peers and their teachers over a three-year period. The school day is flexibly designed to enable teachers and students to work on both single lesson workshops, as well as multi-day/longer term projects that allow teachers many opportunities to individualize and/or differentiate support and instruction to meet the needs of a variety of learners. Electives are scheduled in order to both expand the educational opportunities available to students, as well as to support effective team planning, reflection, and collaboration among teaching staff.

About Teaching at NOCCS

The NOCCS staff is an amazing professional learning community. Our current faculty members hold credentials from the area's leading teacher training and graduate programs and range in experience from 1 to 35 years, with an average of 9 years. Approximately 55% of our teaching staff hold master's degrees in education. Our director, Carolyn Gramstorff, is a highly respected educator now in her fifteenth year in education, ninth year of administration, and third year at NOCCS. She holds masters degrees in education from both Harvard University and the University of California – Berkeley, as well as a California Multiple Subject Teaching and Administrative Credential. In addition, the school employs an exciting and talented support staff including afterschool/enrichment, teaching assistants, and office support staff with diverse experiences and backgrounds.

NOCCS uses a highly rigorous process to identify and hire its staff. All teacher and leadership candidates undergo a highly selective paper screen, followed by a several of three rounds of interviewing, including a phone interview, a demonstration lesson, an hour long interview with the hiring committee that is typically comprised of teachers from each grade level and the director, and an interview with a student panel.

Once hired, our entire staff participates in extensive professional development throughout their tenure at NOCCS. We begin each school year with a full week of professional development. Throughout the school year, staff members participate in a minimum of 160 hours of site-based professional development. In addition, many staff members participate in addition professional development over the summer and throughout the academic year. Many of our teachers have participated in Harvard University's Project Zero Classroom Institute, including several staff members who have worked as Teaching Fellows within the program.

Like our educational model, our professional development programming is focused on leveraging the individual strengths, knowledge, skills, and leadership of our staff members to enrich the collective work of the learning community. As such, we work to build the leadership capacity of each teacher so that our staff members can take on leadership and coaching roles with one another to move our educational priorities forward. Our professional development programming also utilizes a number of best practices for strong professional learning communities, such as the use of protocols to guide the development and peer-review of curriculum, examining student work, coaching models, and the use of teacher inquiry.

All staff are closely observed and evaluated each year. Our director undergoes a rigorous 360-degree evaluation process that includes input from staff, parents/families, students, the board, and a self-evaluation. Teachers are observed several times throughout the year. These observations as well as other student achievement data are used to provide staff members with a thorough annual review and serve as a basis for the annual extension of offers and consideration for leadership positions for the following academic year.

About Our Families

One of the most noticeable aspects people see when entering our school is a wall filled with group portraits of nearly every family at NOCCS. We do this for much more than the stunning aesthetic value that it brings to the building – we do this because we firmly believe and want to demonstrate our history of and continuing commitment to involving the entire family in the education of our students and the life of our school community.

NOCCS was founded by a group of parents and educators committed to the promise of public education. This commitment is evident throughout NOCCS' history, and continues to thrive as a guiding principle and practice of our school today.

NOCCS is also known throughout the area as a model of parent/family and community involvement. Our parents and families typically log over 7,000 volunteer hours per year. The volunteer services that our families provide are wide ranging, including teaching handwriting, organizing the gardening program, serving on our board of Trustees, teaching visual arts classes, directing fundraising efforts,

and more. This level of involvement fosters a culture of shared responsibility and accountability for the school and the education of every child at NOCCS.

About Our Governance and Infrastructure

NOCCS is governed by its Board of Trustees. Five members of this board are elected by stakeholders within the school community. The board also includes two staff members – the director and a teacher as well as other appointed members, often from outside of the school community.

In the past decade, NOCCS has moved from a one classroom rental space on College Avenue, to a second rental facility located at local Catholic Church on Alcatraz Avenue to its current, permanent home in a 20,500 square foot facility located at 1000 42nd Street, adjacent to Linden Park in Oakland. Our move to a secure, permanent home ensures NOCCS' long term stability, as well as an opportunity to further develop our role as an institution and important steward in our local, Linden Park neighborhood community. This year, NOCCS has taken a number of important steps towards this aspiration. First, with the support of a generous foundation grant, NOCCS has initiated an ambitious service-learning program focused on implementing a number of classroom projects that benefit our local neighborhood community. Our complete service learning and 6 – 8th grade Community Action Learning Program is further detailed in our charter renewal. Second, as the City of Oakland has reduced maintenance of many of its public parks, NOCCS has stepped forward to provide stewardship of Linden Park through the city's adopt-a-park program. Through these and other outreach efforts, we hope to form and strengthen important bonds and partnerships throughout our local community.

See our website for more detailed information regarding our school: www.noccs.org

Position Requirements:

- Prior experience working with K-8 youth in an educational and/or youth development setting
- A minimum of four years of lead teaching and/or school counseling/administrative experience.
- Demonstrated success in designing rigorous and engaging units of study for students.
- Knowledge of and experience with service-learning programming.
- Demonstrated success working with youth from diverse cultural, racial and socioeconomic backgrounds and the ability to interface with their parents in productive ways.
- Ability to manage a learning-centered classroom that includes age-appropriate, culturally responsive classroom management practices.
- Knowledge of the California State Content Standards.
- Ability to collaborate and participate in critical relationships with other teachers to develop educational strategies jointly both within and across grade levels.
- Interest in developing and implementing a state of the art advisory, service-learning, and elective program for 6th – 8th grade students.
- Interest in working in a school community with a high degree of parent/family participation.
- Commitment and ability to attend committee meetings, lead school-wide initiatives, utilize parents as volunteers in the classroom, and attend evening meetings approximately once each month.

Desired:

- Teaching and/or leadership experience in a charter or new school setting
- Counseling experience and/or training
- Ability to contribute to a growing school environment
- Bilingual
- Experience providing parent education training
- Strong relationships with community based organizations, especially in the local North Oakland area

- Relationships with other K-12 public and independent educational institutions in the Bay Area

Salaries and benefits are competitive and commensurate with experience. We are strongly committed to hiring a diverse and multicultural staff. We strongly encourage candidates of color to apply.

Interested candidates, who meet the above requirements, please email the following application materials to director@noocs.org or mail them to:

**Hiring Committee
North Oakland Community Charter School
1000 42nd St.
Oakland, CA 94608**

Absolutely no phone calls please.

1. **Resumé**
2. **Cover letter, including a description of your grade level preference and experience**
3. **Photocopy of California multiple subject teaching credential(s)**
4. **Brief response to the following questions (maximum one page for each item):**
 - Describe your philosophy and approach to working with students in a K-8 school environment. How would you work to meet the varied developmental, social, emotional, and academic needs of our students? How would you approach your work with students who are considered “at risk” due to social, emotional, and/or academic struggles?
 - Describe key needs of students in the 11-14 year old age range and how students in this age range can thrive at a K-8 school. How could you use your own unique skills and talents to approach meeting these needs through an advisory class, elective, and/or service-learning project?
 - Describe your philosophy and approach to working with parents and families. How would you work with families from various backgrounds to support the academic, social, and emotional needs of their children?
 - Describe yourself in relation to how you work on a team? What roles do you tend to play in a team environment? What skills and resources do you bring to a team in a collaborative environment? What needs do you have in terms of the supports and talents of your teammates?