



<b>Title:</b>	Culture and Community Manager	<b>FLSA Classification:</b>	Exempt - Salary
<b>Reports to:</b>	Chief Academic Officer	<b>Salary Range:</b>	\$52,000 – \$68,000
<b>Created Date:</b>	6/6/2017	<b>Duration:</b>	12 months
<b>Updated Date:</b>	12/16/2020		

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Étoile Academy Charter School, an independent 5th-8th grade charter school in Houston, is seeking an ambitious, smart, and high-capacity individual to join our team as the Culture and Community Manager. Étoile Academy Charter School is its own district already approved for two campuses in Houston. We began in August 2018 with seventy fifth grade students. In 2021-2022, we will serve over 300 students in grades 5-8.

### **Culture and Community Manager**

The Culture and Community Manager will create and maintain a positive student culture, will ensure that the school's clear and consistent discipline system and Code of Conduct are followed by all staff, that families receive regular communication about their children's behavior, and that students are rewarded for showing growth and making the best choices. They will create the foundation for our positive school culture and collaboration with the community at large.

#### **Responsibilities:**

- Working with the Chief Academic Officer to create a school culture scope and sequence that utilizes advisory to model, teach, and reward students for character development (Respect, Excellence, Ambition, Community, Hard Work).
- Working with the Chief Academic Officer to plan and deliver school culture professional development for all staff including practice and feedback sessions on the school's discipline system.
- Observing classes and teachers (with the Chief Academic Officer) to give feedback on classroom culture and the implementation of the schoolwide discipline system.
- Weekly coaching including goal setting with staff around improving school culture.
- Providing clear, consistent consequences to mid-level and high-level behaviors.
- Responding directly to high-level student behaviors, supporting teachers in responding to low-level behaviors.
- Collecting and analyzing data on student behavior and teachers' classroom management
- Helping teachers and leaders create clear action plans based on that data.
- Communicating directly to families and supporting and coaching teachers as they communicate with families.
- Coaching teachers that struggle with the discipline system and/or classroom management.
- Serving as the School's Liaison for Homeless Children and Youths.
- Facilitating student recruitment and enrollment efforts with the help of the Operations Team and Superintendent.
- Facilitating Home Visits and Family Orientation Sessions.

#### **Qualifications**

- Bachelor's degree or higher required



- Experience with educational leadership required and experience as a Dean of Students or similar position preferred
- A minimum of three years teaching experience in an urban public school or charter school setting preferred, but not required
- Measurable evidence of driving student achievement gains
- A commitment to working with underserved, urban youth
- Excellent communication and interpersonal skills and the ability to establish and maintain effective and collaborative working relationships with a diverse staff
- Open to feedback, desire to continue development as a professional and willingness to take responsibility for student outcomes and achievement
- Alignment with school's mission and core values
- Bilingual preferred (English/Spanish)

**Apply Now**

To join our team, please click [here](#) to apply.

Étoile Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities.

Any person having inquiries concerning the organization's compliance with the regulations implementing Title VI of Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact HR at 713.265.8657.