



# SPA

**Contra Costa School of  
Performing Arts**

**www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

**Job Title: Climate & Culture Specialist**

**Category: Classified**

**Work Year: 190 Days**

**Supervisor: Executive Director**

### *About SPA*

The Contra Costa School of Performing Arts ("SPA") is a tuition-free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

### *Position Summary:*

As the Dean of Students and Campus Supervisor at Contra Costa School of Performing Arts, you will serve as a vital member of our school community, fostering a positive and supportive environment for our students. In this role, you will be responsible for student support, campus supervision, and assisting the administration. This position does not require a credential and does not have the authority to suspend students.

The Climate & Culture Specialist will report to the Executive Director.

### *Responsibilities:*

#### *Student Support:*

- Foster a positive and inclusive school culture that supports the academic, artistic, and personal growth of our students.
- Provide guidance and counseling to students on academic, social-emotional, and career-related matters.
- Collaborate with teachers, parents, and other staff members to develop individualized student support plans.



# SPA

**Contra Costa School of  
Performing Arts**

**www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

- Monitor student attendance, behavior, and academic progress, identifying areas of concern and implementing appropriate interventions.
- Organize and facilitate student workshops and programs on topics such as study skills, time management, and conflict resolution.

#### Campus Supervision:

- Maintain a safe and secure campus environment by monitoring student activities, common areas, and facilities.
- Supervise students during transitions, recess, lunch, and before/after-school activities.
- Enforce school policies and procedures regarding student conduct, dress code, and campus safety.
- Respond promptly to incidents, accidents, or emergencies, following established protocols.
- Collaborate with the administration and other staff members to ensure the implementation of appropriate safety measures.

#### Student Activities and Events:

- Coordinate and support extracurricular activities, clubs, and student organizations.
- Assist in the planning and execution of school-wide events, including performances, showcases, and exhibitions.
- Encourage student participation in community service initiatives, competitions, and artistic endeavors.
- Collaborate with teachers and staff to create a vibrant and engaging school culture that celebrates the performing arts.

#### Administrative Support:

- Maintain accurate student records, including attendance, discipline, and academic documentation.
- Prepare reports on student behavior, incidents, and interventions as required.



# CSPA

## Contra Costa School of Performing Arts

[www.cocospa.org](http://www.cocospa.org) • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598

- Assist the administration in implementing school policies and procedures.
- Attend meetings and collaborate with the administrative team on school-wide initiatives.
- Communicate effectively with parents, teachers, and stakeholders regarding student support and campus-related matters.

### Qualifications:

- High school diploma or equivalent; Associate's or Bachelor's degree in education or related field is preferred.
- Previous experience working with students in an educational or performing arts setting is desirable.
- Excellent interpersonal and communication skills to interact effectively with students, parents, and staff.
- Strong understanding of student development and support strategies.
- Ability to maintain a positive and nurturing environment that aligns with the school's performing arts focus.
- Demonstrated organizational skills and attention to detail.
- Ability to handle sensitive and confidential information with professionalism and discretion.
- Flexibility to adapt to the unique needs of a performing arts charter school.

Please note that this job description is a general overview, and some responsibilities may vary based on the specific needs of Contra Costa School of Performing Arts.

### Skill in:

- Effective communication
- Managing student activities
- De-escalation techniques/Behavior modification
- Conflict resolution strategies



# SPA

**Contra Costa School of  
Performing Arts**

**www.cocospa.org • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

- Building rapport and relationships of respect w/ a diverse community

Establishing and maintaining effective work relationships with others Ability to:

- Act independently in responding appropriately to student behavior problems.
- Exercise sound judgment in maintaining safe and orderly conditions in and around school facilities.
- Have sufficient mobility with or without accommodation to perform the duties of the position.
- Learn and interpret school rules, policies, and procedures.

### *Additional Details:*

- The Dean of Students & Campus Supervisor position will be on the site-based staff calendar, which includes paid time off for holidays and traditional school breaks.
- This role and working with families often requires work on evenings and weekends.

Nondiscrimination Notice & Statement: Contra Costa School of Performing Arts is a free, public school chartered by the Contra Costa County of Education. SPA does not discriminate on the basis of actual or perceived race, sex, color, citizenship, gender, academic history, academic preparation, creed, English proficiency, ethnicity, disability, gender expression, sexual orientation, disability, ancestry, gender identity, gender expression, genetic information, marital status, medical condition, military or veteran status, political affiliation or activity, home language, home living situation, immigration status, learning differences, national origin, parental/guardian marital status, political affiliation, religious or spiritual practice, or association with a person or a group with one or more of these actual or perceived characteristics in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged



# S P A

**Contra Costa School of  
Performing Arts**

**[www.cocospa.org](http://www.cocospa.org) • 925-235-1130  
2730 Mitchell Drive, Walnut Creek, CA 94598**

discrimination: Title II Coordinator, Title IX Coordinator, 504 Plans: Catherine Foster,  
[catherine.foster@cocospa.org](mailto:catherine.foster@cocospa.org), 925-235-1130, 2730 Mitchell Dr. Walnut Creek, CA 94598