



American School of Brasilia

Learners Inspiring Learners

POSITION: Grade 6–12 Head Dean of Culture

WORKING HOURS: Monday, Tuesday, and Thursday: 8:00 a.m.–4:00 p.m.; Wednesday: 8:00 a.m.–4:30 p.m.; Friday: 8:00 a.m.–3:30 p.m., with a one-hour lunch break.

REPORTS TO: US Principals

TERMS OF EMPLOYMENT: Full-time position, Local Hire

POSITION OVERVIEW:

The American School of Brasília (EAB) is seeking an experienced, collaborative, and student-centered Head Dean of Culture to serve students in Grades 6–12. The Head Dean of Culture serves as a key leader in building and sustaining a positive, inclusive, and supportive school culture. Reporting to the Middle School and High School Principals, this role bridges student life, school culture initiatives, and proactive behavioral intervention.

The Head Dean works closely with students, teachers, grade-level deans, and families to foster positive social-emotional growth, maintain high community standards, and apply restorative principles to address conflicts. Additionally, this position collaborates with the dean team to lead a cohesive approach to behavior management across the Upper School, Grades 6–12, and uses data-tracking systems to monitor attendance and behavior trends across the Middle and High School divisions.

JOB REQUIREMENTS:

- **Education:** Bachelor's degree in Education, School Counseling, Educational Leadership, or a related field (Master's degree strongly preferred).
- **Experience:** 3+ years of experience working with middle or high school students in teaching, counseling, dean, or student support roles.
- **Restorative Practices:** Strong background or familiar knowledge of restorative behavior approaches, restorative justice circles, and positive behavior interventions and supports (PBIS).
- **Data & Tech Skills:** Proficiency in student behavior and attendance tracking software / Student Information Systems (SIS).
- **Language Skills:** Professional fluency in English required; **Portuguese fluency is highly preferred** to effectively engage with local families, staff, and community members.
- **Interpersonal Skills:** Exceptional active listening, conflict resolution, cross-cultural communication, team leadership, and relationship-building skills.

KEY RESPONSIBILITIES

Leadership & Team Collaboration

- Collaborate closely with divisional school deans to design, align, and execute a cohesive, school-wide approach to whole Upper School (Grades 6–12) behavior management.
- Act as a lead resource and thought partner for the dean team to ensure consistent policy application, shared best practices, and aligned student expectations across middle and high school divisions.



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School Culture & Student Engagement

- Oversee, organize, and energize key school culture initiatives, including the House System and FLEX advisory/enrichment programming.
- Coordinate assemblies, student community events, and leadership structures that foster a strong sense of belonging, student voice, and positive community norms.
- Work directly with student groups (Student Council and NJHS) to co-create initiatives that enhance overall secondary school spirit and positive peer relationships.

Restorative Behavior & Intervention

- Apply restorative justice and restorative behavior frameworks to address discipline, repairing harm, and encouraging personal accountability rather than relying solely on punitive measures.
- Manage student behavior contracts, discipline logs, and suspensions (in-school and out-of-school) in strict alignment with school policies and restorative practices.
- Guide students through reflective practices to help them analyze choices, resolve conflicts peacefully, and build actionable plans for positive behavior modification.

Attendance & Behavior Data Tracking

- Manage and maintain behavioral and attendance tracking systems (e.g., PowerSchool, or similar Student Information Systems).
- Systematically monitor, analyze, and report on secondary attendance, tardiness, and behavior data to identify patterns early.
- Design and execute targeted, data-informed intervention plans for students experiencing chronic absenteeism or recurring behavior challenges.

Teacher Collaboration & Coaching

- Partner closely with Grade 6–12 teachers to support strong classroom management and build meaningful, positive relationships with students.
- Consult with teachers to think through complex student behaviors, serving as a thought partner to develop proactive, individualized support strategies.

Family & Community Communication

- Lead parent meetings regarding disciplinary matters, behavior plans, attendance concerns, and holistic student growth.
- Maintain clear, empathetic, and culturally responsive communication with local and international families regarding school expectations and student well-being.

Builds Positive Interpersonal Relationships:

- Promotes positive interactions among students, parents, faculty and staff who have differing cultural, linguistic, and national backgrounds.
- Fosters a sense of identity and pride in EAB among students, parents, faculty, and colleagues.
- Maintains an open attitude toward new ideas.
- Collaborates with a wide range of divisional and school wide teams.



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Ongoing Professional Growth:

- Continues to acquire new learning and reflects new learning and practice.
- Shares in opportunities for in-service and workshop offerings.
- Shares knowledge with other colleagues.
- Sets goals for professional development, takes advantage of professional development opportunities, and demonstrates current best practice in the field of education.

Responsibilities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.