

ALBANY LEADERSHIP CHARTER HIGH SCHOOL FOR GIRLS

ADMINISTRATIVE/PROFESSIONAL JOB DESCRIPTION

**Job Title:** Cultural Leader  
**Prepared Date:**  
**Revised Date:**  
**Work Year:** 10-month employee  
**Department:**  
**Reports To:** School & Community Safety Coordinator  
**Salary Range:**

**SUMMARY:**

Provide a safe and effective learning environment for all. Duties include upholding school safety procedures before school, during the school day, and afterschool; enforcing school and classroom policies; monitoring facility hallways, entrances, and exits; and provide support to teachers and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position.

1. Provide support and guidance to staff and students with respect to the school's daily operation procedures; ensuring a safe and secure school environment.
2. Monitor facility hallways, classrooms, entrances and exits; monitor bus stops and other areas frequented by students.
3. Assist with the implementation of school safety procedures and protocols including fire drills, lockdown drills and other safety drills as assigned by the School and Community Safety Coordinator.
4. Enforce school policies.
5. Monitor student behavior; address student misconduct; document student behavior in school tracking systems and other reporting systems.
6. Respond to and document facility and safety concerns.
7. Attend staff meetings.
8. Perform other duties as assigned by Principal and/or School and Community Safety Coordinator.

To perform this job successfully, the Cultural Leader must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and dispositions required. Reasonable accommodations may be made to enable individuals with less than required attributes or with disabilities to perform the essential functions to expectations.

**EDUCATION AND TRAINING:**

High School Diploma or GED required; Earned Associate's or Bachelor's Degree preferred.

**EXPERIENCE:**

Demonstrates proper attitude and experience working with high school students, preferably within an urban setting.

**SKILLS, KNOWLEDGE, DISPOSITIONS:**

Operating knowledge of and experience with personal computers, word processing and database software. English language skills required. Oral and written fluency in second language may be preferred or required based on student and parent primary language needs.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

**Language Skills:** Excellent oral and written communication skills.

**Mathematical Skills:** Basic math skills required.

**Reasoning Ability:** Ability to problem solve in a fast-paced environment.

**Other Skills and Abilities:** Positive interpersonal skills and proven ability to work well with people.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the Cultural Leader is regularly required to stand, walk, talk, hear and see. The Cultural Leader must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. Working with other adults and students may occur in both noisy and quiet areas.

**MENTAL FUNCTIONS:**

While performing the duties of this job, the Cultural Leader is regularly required to use interpersonal skills; frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate.