



ST. ANNE SCHOOL

JOB DESCRIPTION

Director of Student Support Services

Purpose: To create and maintain a positive school atmosphere where all students have the opportunity to succeed. Along with faculty and administrators, develop programs that provide opportunities that guide students toward a strong sense of self-discipline, integrity, leadership and respect for those around them..

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Head of School.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

DUTIES:

Leadership/Services:

- Oversee, lead and manage the Student Support Services Department (aligned with the Head of School's priorities and school Strategic Plan), including the BOOST/Resource program, School Psychologist, Personal Counselor, Nursing Team.
- Serve as a partner and resource for all faculty, staff, parents, and students.
- Develop and steward protocols for the identification of students with learning differences or enrichment needs.
- Partner with the Dean of Students on issues of student conduct.
- Observe, supervise and evaluate all Student Support Services Department personnel.
- Oversee and manage the Student Support Services Department budget.
- Work closely with the School Chaplain to develop, implement and oversee Service Learning Programs.
- Serve as advisor of the Associated Student Body (ASB).
- Coordinate extra-curricular activities and related student events.
- Advise student government organizations; supervise the campaign and election of class, club and student government officers.
- Promote a positive school climate and spirit through innovative, safe and age-appropriate activities.
- Provide regular and timely communication regarding student programs and events to members of the school community.
- Manage all aspects of financial matters pertaining to ASB and co-curricular events (i.e. sales, accounting and purchasing)

BOOST/Resource

- Oversee the BOOST/Resource program and ensure it has the resources necessary to support students with mild to moderate learning differences.
- Ensure there are clear criteria for the receipt and continuity of BOOST/Resources services.
- Ensure St. Anne School has a high caliber program that supports students with mild to moderate learning differences.
- Ensure BOOST/Resource policies and procedures are following ADA and IDEA regulations that apply to private schools.

Middle School Activities

- Assist the Head of Middle School in all aspects of Middle School operations.
- Direct the extracurricular activities of the Middle School
- Lead the Division's efforts in programs the students' leadership abilities.
- Take a lead role in the non-academic counseling of students when necessary, working closely with the school psychologist.

Advisory

- Set agendas/ calendar. Provide weekly curriculum for meetings.
- Oversee placement of students.
- Train all advisors.

Discipline

- Working closely with Division Heads to develop and maintain a school-wide behavior modification and discipline plan.
- Maintain student discipline and follow-through with correspondence recordkeeping relating to discipline.
- Act as liaison between Lead Teachers and Division Heads in matters of student discipline and conflict resolution.
- Keep the Head of School and Division Heads informed on student issues and all other relevant matters pertaining to school life.
- At the direction of Division Heads, counsel students when necessary.
- Schedule parent/teacher conferences and maintain records and correspondence relating to parent conferences.
- Support the school and its leadership.
- Other duties as assigned by the Division Heads and/or the Head of School

Safety

- Oversee safety program

QUALIFICATIONS:

- California Teaching Credential or other relevant certification (e.g. Pupil Personnel Services, PPS)
- 3-5 years working in a Student Services or Resource Program experience in a school environment.
- Excellent interpersonal skills.
- Leadership and supervisory experience.
- Strong experience in resource program development.
- Bachelor's degree from an accredited college or university required. Master's degree preferred

Minimum Requirements

1. Proven ability to exercise good judgment in order to effectively analyze and resolve problems.
2. Outstanding interpersonal skills with a strong customer service focus (internal and external).
3. Highly ethical and confidential team player.
4. Strong written and oral communication skills with an ability to effectively communicate with all stakeholders of the school.

5. High energy, self-starter with ability to successfully prioritize and multi-task in an atmosphere in which time sensitive deadlines are the norm, as are interruptions.
6. Strong computer skills with a proficiency in MS office.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Twelve-month, exempt salaried employee, Schedule A

Reports to: Head of the Middle School and Head of the Lower School

This is a full-time, Salary, exempt position. Full medical benefits and pension plan included. Salary is commensurate with experience and education. Please send a cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at hr@st-anne.org.