

Position Title:	Director of Post-Secondary Success
Date Modified:	January 2022
FLSA Classification:	Exempt
Reports to:	Head of Upper School
Position Purpose:	This position creates a senior year program to prepare high school students for life after St. Francis by developing their resilience, independence, and by helping them discover and cultivate their passions. In addition to focusing on the senior year, the Director will work to develop these skills from the freshman year, working in concert with advisors and teachers.
Work Hours:	7:30 a.m. – 4:30 p.m.
Work Calendar:	School Year
PTO Designation:	Educator (Blackout Dates May Apply)

Description

Oversees development of student readiness for post high school life by developing programming, grades 9-12, by creating a senior year program. Chiefly, this person works with teachers, advisors, and counselors to develop programming starting in the freshman year. This programming centers primarily on growing student independence. A natural by-product of this goal is to nurture and develop each student's passions into independently initiated and planned entrepreneurial projects, creative enterprises, community service opportunities and the like. In the senior year, this position works closely with college counseling to assess and prepare students for next steps; guides students to develop independent projects during the senior year; curates life-ready seminars for life beyond high school. After graduation, the director tracks alumni to monitor their pathways and make suggestions for developing the high school into an institution that truly prepares students for life. The director will also work with advisors and teachers to develop skills of independence and self-management.

Essential Functions and Tasks

- Serves as an Educator and works directly with the Head of Upper School to collaborate on interdisciplinary and relevant curriculum, implement programming, and serves as a member of the Upper School team in a variety of capacities.
- Creates and manages a 12th grade senior-year program.
- Works with social-emotional counselor and Dean of Students to supplement advisory programming relevant to the aims of this position.
- Meets with seniors individually to develop and guide them through the senior year.
- Teaches a “senior seminar” and organizes life-ready seminars.
- In the early years of the program, teaches courses as needed by the Upper School.
- Manages class sections while collaborating with department chairs and other faculty outside the math and humanities disciplines for curricular enhancements, cross-disciplinary connections, and real-life applications of entrepreneurship concepts.
- Works cooperatively with administration to promote and enhance vertical alignment of curriculum, K-12th grade.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset.

- Works closely with counseling staff where appropriate and useful in the curriculum.
- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the Upper School classroom.
- Provides for students a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Adheres to the Employee and School Handbooks and makes recommendations to the division head about potential revisions and updates to the School Handbook as needed.
- Serves as an example to colleagues in manners of classroom management, teaching methods and school procedures.
- Well-versed with and adheres to school policies in all areas of student interaction. Provides academic guidance to students; serves as student advocate, helping student families respond to specific academic, emotional, and developmental challenges. Communicates with parents, administrators, student services, and with chaplains concerning the emotional and physical well-being of students within the classroom.
- Assists administration with division long-range planning, as well as the division's daily schedule and calendar as needed.
- Routinely uses educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Works collaboratively with the Upper School administration and teacher colleagues to research curriculum best practice.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.
- Ensures Upper School facilities are ready for the start of school each day.
- Knowledgeable about Veracross and other student management software.
- Completes various tasks related to the employee's yearly goals and the school's long-range and strategic financial plan.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head including extracurricular.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree; Master's degree preferred; degree work in education and counseling preferred.
- A minimum of five years of teaching in an independent high school environment; independent school preferred.
- Excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with community partners, administrators, operations staff, colleagues, parents, and students.

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate; may work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a highly stressful environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach