



Position: Director of Student Activities

Reports to: Dean of Student Life

About St. Mary's Academy

St. Mary's Academy (SMA) is a Catholic High School for young women, founded and sponsored by the Sisters of St. Joseph of Carondelet. Together with the students' families, the administration, faculty and staff are committed to forming a Christian community that nurtures and challenges each young woman to attain her full potential. This effort is consistently characterized by respect for the individual, service to the "dear neighbor," academic excellence; preparation for higher education and the empowerment of young women who are inspired to take their places in an ever-changing world. This education promotes the formation and integral development of young women from various backgrounds and cultures and provides opportunities for the development of contemporary leadership while preserving the spirit that has made St. Mary's Academy unique.

Essential Responsibilities

- Implement policies and procedures, which foster the co-curricular program that is consistent with the school philosophy.
- Promote positive school climate and spirit through innovative, safe, and age-appropriate activities.
- Supervise and coordinate student and class governments, clubs, student activities, events, and assemblies.
- Serve as advisor over ASB.
- Coordinate and publish Daily Announcements
- Collaborate with the Director of Athletics and Dean of Student Life in those activities where athletic events and student activities overlap.
- Serve as member of the Admin Team, attending weekly meetings.
- Serve as member of the Graduation Committee meeting.
- In collaboration with Dean of Student Life, coordinate and organize the Big Sister / Little Sister program.
- Serve as lead Administrator for all senior activities including but not limited to Grad Night, Senior Prom, Tie Returning.
- Assist in the preparation and management of the annual student activities budget (including class and club budgets)
- Provide regular and timely communication regarding student programs and events to members of the school community.
- Teach 2-3 sections as needed.

Professional Presence.

- Lead by modeling the school's core values and serving as an exemplar of the mission: treating all stakeholders with empathy, love and care, modeling excellence in your work, prioritizing effectively, following through with commitments, communicating with integrity, serving others, spreading optimism and joy.
- Approach your professional practice through a developmental lens, and enthusiastically participate in professional development; seek and apply feedback from leadership and from colleagues in the interest of growth; demonstrate drive and independence in accessing resources to further your own improvement.
- Contribute fully, intentionally, and constructively to the team—the Board, school leadership, and faculty and school staff—in a range of contexts; collaborate with integrity, humility, commitment, and joy to ensure the foundation of trust that will enable the team to accomplish its ambitious goals.
- Embrace the team's goals and the results we achieve as the collective responsibility of the entire SMA team; collaborate with colleagues to maximize the team's impact; seek opportunities to push the team, to laugh with colleagues, and to recognize and celebrate the team's accomplishments.
- Exhibit a commitment to equity by providing and targeting every opportunity and resource to obtain comparably high academic and other positive outcomes for every student.

Qualifications.

Successful applicants will embody the mission-commitment (*serve*), intellectual curiosity (*learn*), openness to growth (*live*), joy (*love*) that are central to the character of our team. In addition, they will meet or exceed the following requirements:

- Bachelor's degree from accredited college or university required. Master's degree preferred.
- At least 3 years of experience in activities
- Excellent interpersonal skills
- Leadership and supervisory experience
- Strong experience in resource program development.

Compensation and Benefits

- Salary is based on prior work experience. Salary range: \$50K - \$70K
- Medical, dental, and vision plan options are covered
- Retirement
- Leadership Coaching/ Professional Development
- Leadership Opportunities
- Faith Opportunities

Additional Duties: Additional duties include weekly yard duty, proctoring, study hall monitoring, after-school tutoring and substitute teaching. All St. Mary's Academy teachers need to feel comfortable with, and actively participate in, the spiritual and co-curricular aspects of the school.

Interested candidates should submit a letter of intent explaining your desire to join the St. Mary's Academy community. Please include ways in which you would contribute to the mission and what elements of your background and experience make you a good candidate for our community. Please also attach a resume with your submission. Intent letter and resume should be emailed to hr@smabelles.org.