



# CROSSROADS COLLEGE PREPARATORY SCHOOL

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## **Crossroads College Preparatory School**

*Director of Student Services*

Crossroads College Preparatory School has an exciting opportunity for a leader with an interest and proven background in teacher and school leadership, student services, and justice and equity to serve as our **Director of Student Services**. Being guided by and leading for Crossroads' mission is an essential commitment for this role.

*Our Mission*

**Crossroads College Preparatory School strives to be an exemplary and engaging learning community committed to justice and equity.**

The Director of Student Services, in partnership with the Director of Teaching and Learning, is charged with the comprehensive responsibility for all activities involving students and faculty and with the day-to-day operations of the school. This position reports to the Head of School.

Crossroads is looking for a leader who is

- Professional, collaborative, visionary, strategic, and who thrives when working with others toward a common mission.
- Agile and can think and work with big ideas and the pragmatics and minutiae of everyday school life.
- Self-starting and hard working.
- Adaptable, responsive, and creative.
- Learning continuously.
- Mission-aligned.

The Director of Student Services will work daily with the Director of Teaching and Learning. This will require a commitment to co-working and co-decision making as well as a commitment to independent work. Both directors will serve as coordinators for justice and equity for the organization providing leadership and coordination for just and equitable policy, practice, culture, and accountability.

### About Crossroads

Crossroads College Preparatory School is an independent secondary school in the City of St. Louis currently serving 227 students in 7th-12th grades. Our students are diverse, arrive to us from 43 zip codes in the region, and just over half benefit from our robust scholarship program.

Please learn more about us at <http://crossroadscollegeprep.org/> or on [Facebook](#).

## Key Duties and Responsibilities

All duties and responsibilities must be designed and implemented in the context of our mission.

### *Student Services*

- Lead the student support team in the articulation of the school mission, school goals, student experience, and student leadership within the school
- Guide the student intervention team to develop goals for their work and facilitate regular assessment of those goals
- Oversee, direct the activities and programs of, and coach and evaluate direct reports, including our Learning Strategist, College Counselor, Guidance Counselor, Coordinator for Student Life, Coordinator for Good Work, and others
- Manage the hiring process and making recommendations to the Head of School regarding the hiring, retention, and assignment of student services personnel
- Steward the student experience by building student and community participation and morale and providing opportunities for and encouraging student leadership
- Organize and oversee supervision for lunch, after school, and at other times as necessary
- Establish guidelines for proper student conduct; maintain student discipline consonant with school policies; monitor students' adherence to school policies; maintain accurate records of student attendance and citizenship
- Cultivate an environment in which learning can take place and a school climate which is supportive and which reflects high morale
- Solicit and organize feedback from faculty, parents, and students for various aspects of the school through committee work (Ad-hoc and standing)
- Lead and coordinate summer camps and programming
- Be a visible presence in all areas of the school
- Build and maintain relationships with parents and families

### *Professional Development*

(Planned and implemented with the Director of Teaching and Learning)

- Contribute to the planning of regular faculty meetings which will deal both with routine school matters and support learning and practice aligned with our mission
- Serve as a consultant and coach to teachers in matters of classroom management, teaching methods, and general school procedures and contribute to the evaluation process as necessary

### *Justice and Equity*

(Coordinated with the Director of Teaching and Learning)

- Co-lead the Justice and Equity committee of the Board of Trustees
- Support the Crossroads Anti-Bias/Anti-Racism Steering Committee
- Provide leadership, learning, and coordination for just and equitable organizational policy, practice, culture, and accountability
- Design and implement programs for students, faculty and staff, and parents and community that support our mission's commitment to justice and equity

### *Administrative*

- Maintain a comprehensive calendar of school events and assist with keeping the school community informed of various school programs and activities
- Guide the Receptionist/Administrative Assistant to design and publish the calendar
- Serve on the admission committee and assist with interviewing prospective students and families as needed
- Participate in the planning and implementation of safety procedures with the safety team
- Perform other duties as assigned by the Head of School and support the school and its leadership

### Initial Projects

- Review and revise the advisory program
- Research and make a recommendation for a system of restorative practices for discipline and community norms
- Refine and strengthen the programs for guidance and college counseling

### Qualifications

- Graduate degree in education, leadership, counseling, or a related field required
- Experience as a teacher, school leader, program leader, or in student support role
- Experience designing and implementing professional development
- Personal and professional work with justice and equity, particularly in school settings (We will ask you about the impact of your identities on your work and those with whom you work, students, teachers, peers, etc.)
- Ability to lead and to manage toward multiple goals
- Ability to be flexible and relationship-oriented while maintaining expectations and boundaries

### Compensation and Benefits

- Salary commensurate with education and experience
- Excellent health benefits
- Five weeks of vacation annually according to the school calendar
- 6% salary match to TIAA retirement account
- Supportive and compelling environment and mission

### To Apply

Send a cover letter and resume to Head of School Dr. Jason Heisserer ([jason@crossroadscollegeprep.org](mailto:jason@crossroadscollegeprep.org)). Please put "Director of Student Services" in the subject line.