

Position/Title	Director of Student Life
Department	Administration
Reports To	Principal
Type of Position and Time Commitment	<p>This is a full-time (100%) position starting July 1, 2023 through June 30, 2024. Work hours are Monday through Friday, 7:30 a.m. to 3:30 p.m. during the school term (early-August through the end of May). Hours are dependent on school and department needs when school is not in session; including winter break, spring break, and summer.</p> <p>Additional attendance will be required for In-service days, finals weeks, faculty &amp; departmental meetings, Edgewood in the Community, Back-to-School Night, New Student Induction, Graduation, open houses, Parent/Student/Teacher Conferences, Summer Registration Day, Orientation Days, evening and weekend events, and retreats.</p>
Purpose	<p>This position is primarily responsible for taking a mission driven approach to student discipline issues in a professional, caring and equitable manner in collaboration with parents/guardians, students and faculty. As the educational leader responsible for development, implementation, supervision, and evaluation of a comprehensive program of non-curricular student formation and enrichment. Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Administration of the program in accordance with diocesan policies, statutory requirements, and administrative rules and regulations.</li> <li>• Serve as an advocate for the staff, school, and school community as appropriate.</li> <li>• Responsible for areas of extracurriculars, student leadership, discipline, and formation consistent with school values.</li> <li>• Fulfillment of various other administrative and organizational functions.</li> </ul>
Key Tasks and Responsibilities	<p><b>In order to create a positive school culture that integrates the Sinisinawa Dominican values of Truth, Compassion, Justice, Community, and Partnership in the formation of the students, and to provide a safe learning environment for all, the Associate Principal of Student Life must perform the following tasks and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Model and promote trust, enthusiasm, rapport, respect, and openness among faculty, staff, students, and members of the community by celebrating achievements and successes as well as reinforcing accountability.</li> <li>• Consistently demonstrate high moral, ethical, and professional standards of performance and personal integrity.</li> <li>• Provides for the physical, intellectual, and emotional safety for all students, in order for effective teaching and learning to take place.</li> <li>• Supervise clubs and extracurricular offerings, including budgets and moderators, meeting times and locations, consistent with interests of the student body.</li> <li>• Oversee Eddie's Hour enrichment opportunities, working with faculty to provide engaging community building activities.</li> <li>• Mentor class and executive student councils, create opportunities for student leadership development.</li> <li>• Research, develop, and implement community-building initiatives. Serve as supervisor for members of Center for Mission &amp; Ministry (Campus Minister, Service Coordinator, and Diversity, Equity, and Inclusion Coordinator)</li> <li>• Oversee retreats, prayer services and liturgies, service opportunities, and integration of faith into interactions and activities within the school day/overall</li> </ul>

	<p>student experience.</p> <ul style="list-style-type: none"> <li>• Collaborate regularly with various stakeholders specific to Dominican sponsorship, including president, religion department, Dominican Veritas Ministries organization/leadership, and peer Catholic/Dominican institutions.</li> <li>• Collaborate with various stakeholders to uphold Edgewood High School's commitment to anti-racism, diversity, equity, and inclusion through a Catholic Social Teaching lens.</li> <li>• Supervise and organize school dances, including budgets, vendors, student expectations, liability, chaperones, and facilities, and collaboration with class moderators.</li> <li>• Participate in and supervise school academic, athletic, and co-curricular activities, which may take place outside of non-traditional work times.</li> <li>• Model and promote trust, enthusiasm, rapport, respect, and openness among faculty, staff, students, and members of the community by celebrating achievements and successes as well as reinforcing accountability.</li> <li>• Consistently demonstrate high moral, ethical, and professional standards of performance and personal integrity, which includes addressing problems and issues in an open, honest, and timely manner.</li> <li>• Participate in the Discipline Review Board process when necessary.</li> <li>• Serve as main contact for city and county emergency response services; coordinate all fire, tornado, and other threat-related drills, consistent with required protocol.</li> <li>• Oversee school building security and safety.</li> <li>• Manage student, faculty, and staff parking permits and rules.</li> <li>• Participate in and supervise school academic, athletic, and co-curricular activities, which may take place outside of non-traditional work times.</li> </ul>
Skills, Knowledge and Abilities	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:</p> <ul style="list-style-type: none"> <li>• Masters Degree in School Administration or equivalent.</li> <li>• Previous school administration experience preferred.</li> <li>• Ability to establish and maintain cooperative and effective working relationships with administrators, faculty, staff, and coaches to create a climate of mutual support and high expectations.</li> <li>• Ability to communicate effectively orally and in writing.</li> <li>• Strong interpersonal skills to deal effectively with all constituents of the Edgewood High School community to continually promote the mission.</li> <li>• Must have the proven ability to report to work on a regular and punctual basis.</li> <li>• Perform all other related work/responsibilities to accomplish the objectives of the total school program as delegated by the president or principal.</li> </ul>

**Edgewood High School is an Equal Opportunity Employer.**

	<ul style="list-style-type: none"><li>• Knowledge and implementation of relevant technology including good working knowledge of the Google platform along with the interest and ability to learn new software products.</li><li>• Meet educational requirements of school, state, and Dominican Order.</li><li>• Participation in prayer and other religious experiences and in service to others.</li><li>• Competencies include: student-centered commitment to teaching, communication proficiency, decision making, personal effectiveness/credibility, stress management/composure, learning orientation, time management, and reliable attendance.</li></ul>
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Mission Statement

Edgewood High School is a Catholic high school that educates the whole student for a life of learning, service and personal responsibility through a rigorous academic curriculum that embraces the Dominican Sisters of Sinsinawa values of Truth, Compassion, Justice, Community and Partnership.

Please email or mail resume and cover letter to:  
Edgewood High School of the Sacred Heart  
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