



**The SEED Public Charter School of Washington, D.C.**

## Assistant Head of School for Student Life Job Description

The SEED Public Charter School of Washington, D.C. is seeking an experienced **Assistant Head of School for Student Life** to provide overall leadership and management for its Student Life Program. The Assistant Head directs the Student Life Program through the recruiting, supervision, coaching and training of the Student Life staff. The Assistant Head will have the ability to balance empathy with accountability and high standards for both staff and students. He or she ensures effective coordination and consistent high quality of all programs and services in the Student Life Program. As a key member of the school leadership team, the Assistant Head of School for Student Life will work closely with the academic program and other areas of the school to continuously improve SEED's innovative public boarding school program. The Assistant Head will be a leader in demonstrating the highest expectations for all students and staff within a safe, healthy, nurturing and goal-oriented community.

### **JOB RESPONSIBILITIES**

- 1) Provide overall programmatic leadership in the development, implementation, coordination, assessment and daily administration of the Student Life program.
- 2) Manage and coach the Student Life leadership team in their responsibilities including, but not limited to: student care and support, daily activities, life skills curriculum, and staff recruiting, training, development, training and assessment.
- 3) Work actively with the Head of School and other senior leaders to develop an integrated and synergistic dynamic among the school's boarding, academic, athletic and arts programs to enable student achievement and a positive school culture.
- 4) Establish annual and long-term targets and benchmarks related to Student Life programs and services, and well as staff development goals. Direct and supervise the attainment of goals contained in the School's Accountability Plan, and maintain active and ongoing evaluations of Student Life Program progress and effectiveness.
- 5) Model school behavior standards and support the School's behavior management program in coordination with the Academic Program. Provide crisis intervention and support for disciplinary issues in complex or extreme situations. Provide supervisory support for certain disciplinary issues, and work with staff to develop intervention strategies as necessary. Conduct periodic evaluations and reviews of investigation procedures for both student and staff infractions.
- 6) Maintain leadership role in all aspects of staff recruitment, training, development and assessment. Take an active role in recruiting new staff by representing SEED at appropriate recruiting events and conferences. Seek and plan meaningful and strategic professional development opportunities for the Student Life staff as a whole, as well as for its leadership and other individuals. Provide leadership for the administration of a performance appraisal system for all Student Life staff.
- 7) Ensure the development and proper dissemination of communication and documentation of youth progress in the areas of social, behavioral and interpersonal development for families, agencies, courts and other authorized interested parties.
- 8) Maintain a presence and rapport with students, parents, staff and other community members. Participate actively in all school special functions and parent gatherings.
- 9) Prepare reports to guide both new and continuing initiatives that are related to the development and success of the Student Life program. Collect, analyze, and review data in developing progress reports,



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evaluations, and for making information-driven decisions and recommendations regarding the various student services and programs within Student Life.

- 10) Participate in the formulation, implementation, evaluation and enforcement of school policies, rules and regulations, with special emphasis on the development of student leadership opportunities as well as discipline policies.
- 11) Actively seek program innovations and industry best practices that can be adopted for SEED. Commit to life-long learning, with active involvement in professional child-care/educational organizations.
- 12) Prepare annual operating budget and capital budget for Student Life program. Manage expenditures for Student Life program within the annual budget working with the School finance team.
- 13) Reside on-campus and respond to/support emergency situations as necessary (i.e. student infractions, staff infractions, inclement weather, medical emergencies, power outages and/or staff shortages).
- 14) Perform other duties as required or assigned by the Head of School.

### **EXPERIENCE and SKILLS**

- Six years minimum experience working in a residential or boarding school environment; ten years experience considered ideal
- Significant management and supervisory experience
- Masters' Degree or equivalent, in social sciences or related field, with significant child development training
- Experience working with low-income urban youth and youth of high school age
- Track record of success in developing, implementing and managing youth or education programs
- Experience working with low-income urban youth and youth of high school age
- Experience leading groups and working in teams to achieve program success
- Willingness to learn quickly and work in a challenging, entrepreneurial atmosphere
- Excellent communication skills – both written and spoken

### **PERSONAL CHARACTERISTICS**

- Commitment to the mission of The SEED School
- Team-oriented person with an open and clear communication style
- Creative and receptive to new ideas
- Strong belief in the abilities of each individual child
- Exhibit high levels of professionalism, confidentiality and thoughtful communication in relationships with administrators, staff, students and parents.
- Demonstrate personal and professional support of SEED's core values of respect, responsibility, self-discipline, integrity and compassion.

The SEED School offers competitive salary and full benefits. The Assistant Head of School for Student Life will report to the Head of School of The SEED School of Washington, D.C. This position requires on-campus residence.



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### **ABOUT THE SEED PUBLIC CHARTER SCHOOL OF WASHINGTON, D.C.:**

The SEED Foundation ([www.seedfoundation.com](http://www.seedfoundation.com)) was created in 1997 to establish college preparatory urban boarding schools that prepare children, both academically and socially, for success in college and in the professional world beyond. In 1998, The SEED School of Washington, DC opened its doors as the nation's first urban public boarding school. The School currently serves 300 students in grades 7-12 with an academically rigorous college prep curriculum and a boarding program that provides activities and life skills in a 24-hour nurturing environment. As of June, 2005 two classes of senior have graduated from SEED and 100% of students in both classes were accepted to college.

### **PLEASE SEND A RESUME AND COVER LETTER BY EMAIL TO:**

Pyper Davis  
The SEED Foundation  
[pyper@seedfoundation.com](mailto:pyper@seedfoundation.com)

The SEED Foundation and The SEED School of Washington, D.C. are committed to the letter and spirit of equality. They do not discriminate on the basis of race, color, religion, gender, sexual orientation, or national and ethnic origin in hiring and employment, nor in the administration of educational policies, admissions policies, scholarship and other programs.