Position Purpose

The Director of Student and Family Services is a member of the school's administrative team and works in collaboration with the Principal and others to lead St. James, always striving to become a world class school.

While the entire team is charged with creating a favorable learning and personal growth environment that responds to each student’s needs and abilities, the Director is responsible for ensuring that all students who are presenting complex emotional needs and/or who exhibit the need for social or emotional support have the opportunity to access that support from the Wellness Team consisting of the school’s counselors, psychologists, nurse, and other social/emotional support mental health professionals.

The Director of Student and Family Services is charged with coordinating the services of the health professionals who serve on St. James School’s Student Services Wellness Team. The Director is also responsible for communicating and interfacing effectively with teachers and other members of the instructional staff, for working collaboratively with student families, and for leading a team that coaches and mentors students by implementing and nurturing a culture of success.

Responsibilities

Student/Family Social & Emotional Support

- Serves as leader of the Student Services Wellness Team.
- Directly manages up to 5 persons: Nurse Practitioner, CORA counselor, graduate student interns.
- Conducts a weekly group supervision meeting of the Student Services Wellness Team (counselors, nurse, psychologists, contract therapists, etc…). Provides individual supervision to Team members
- Coordinates social emotional services, making sure highest need students are matched with a service provider. Creates 1-1 counseling schedule for Wellness Team and highest need identified students.
- Manages student attendance and communicates frequently with families of students with excessive absences and lates to set plans for improving attendance and addressing additional family/student issues.
- Provide weekly trauma focused cognitive based therapy (CBT) for a caseload of students.
- Create and conduct student group sessions based on need.
- Surveys and regularly meets with teaching staff to determine student needs and any other necessary classroom observation points.
- Conducts family meetings (in-person, at school, at student homes, and/or by phone), focusing on the highest-need student caseload.
- Conducts student observations, creates behavior plans and academic support plans in collaboration with the Principal/teachers, using recommendations from psychoeducational evaluations.
- Creates, leads and communicates with teachers to merge CBT practices into Social Skills curriculum.
- Creates and delivers professional development workshops for SJS staff around topics of trauma informed instruction and other social emotional/wellness topics.
- Ensures that all counselors keep progress monitoring notes of counseling sessions in Jupiter.
- Works with members of Welcome Table to coordinate support (proactive) for student families.
- Creates an annual Wellness Fair.
● Builds partnerships with outside organizations: Black Doctors Consortium, SBHC, etc…
● Creates programming for Wellness Week in July for grades 6,7,8.
● Recreating a student accountability group (e.g. Student Reconciliation Committee)
● What else would you add to enhance St. James Wellness

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General Responsibilities
● Serves as a member of the Department Team Team, meeting regularly to coordinate / drive programming across St. James’ departments and support the overall leadership of St. James
● Serves as leader of multiple Committees:
  ○ Student Services Wellness Team
  ○ Guardians of St. James
  ○ Student Accountability Committee
● Serves as a participant on multiple sub-committees:
  ○ Student Recruitment
  ○ School Culture Committee
  ○ Health & Safety
  ○ Department Team Leaders
  ○ Schoolhouse Team
  ○ Staff Orientation
  ○ Academic Interventions

Characteristics of St. James Professional
● Excellent communication skills
● Excellent organizational skills
● Ability to create multi-year plans, set objectives and achieve goals
● Committed to the mission of St. James
● Strategic and innovative thinker
● Participates and collaborates as a team member
● Explores and confronts successes and struggles openly and honestly
● Approaches work at St. James in a formal and structured manner, while demonstrating compassion and flexibility
● Enthusiasm
● A good sense of humor
● Open-minded
● Reliable and resilient
● Willingness to learn
● Concern for social justice

School Mission & Teaching Values
● Supports the Episcopal identity of the school and participates, on a limited basis, in school worship, community life and social justice learning and experiences.
● Works in collaboration with members of the instructional team and other professionals on staff to provide a quality education for each student, to respect the dignity of every student, and to prepare students for academic rigor and social challenges of high school.
Professional Development
- Works with coaches and takes full advantage of professional development opportunities throughout the school year and summer.
- Maintains professional competence through in-service and off-campus professional development activities provided and supported by the school, and seeks out other resources for professional development.

School Community
- Attends and participates in staff orientation programs, faculty meetings and staff retreats, as needed.

Compliance
- Complies with the Policy for the Protection of Children and Youth in conformity with the guidelines and the laws of the Commonwealth of Pennsylvania and the Safe Guarding God's Children Program of the Episcopal Diocese of Pennsylvania.
- Performs all duties and responsibilities of the position in accordance with state and local laws, the rules and regulations of the St. James School and its authorized agents, and the policies and rules adopted by the constituted St. James School

Professional Expectations
- Serves for the academic year which commences with staff orientation & training that begins in August 2023 and which extends through the following July 2024, as defined in the school calendar.
- Agrees to abide by applicable requirements and expectations enumerated in the current academic year’s faculty-staff handbook.
- Maintains a professional appearance.
- Other duties as assigned

Physical Requirements and Work Environment:
- Regularly works in standard office conditions and climate
- Regularly uses close and distance vision, including working at a computer screen for extended periods of time
- Frequently required to move around the office; works at a desk for extended periods of time; occasionally moves around campus
- Ability to occasionally move items weighing up to 30 lbs. across the office or campus
- Works in an environment of high pastoral need, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts with stamina to maintain attention to detail despite interruptions
- Ability to regularly work flexible hours to support the team members with emergent and urgent items and to meet deadlines; position will require some non-traditional work hours, including occasional nights and weekends

Employee Benefits:
- Medical/Prescription/Dental/Eye Care Insurance Coverage through the Medical Trust
- Defined Contribution Plan through The Church Pension Fund
- Available Professional Development and Continuing Education funds
- 5 Weeks Paid Vacation
- Wellness Benefit covers expenses for gym membership
- Free lunch benefit available daily as part of the School’s school-wide community lunch program
Equal Opportunity Employer:
St. James School is an equal opportunity employer and makes employment decisions on the basis of merit. St. James School seeks to have the best available person in every job. St. James School policy prohibits discrimination based on race, color, creed, sex, marital status, age, national origin, physical or mental disability, medical condition, ancestry, religion, sexual orientation, or any other consideration made unlawful by federal, state, or local law, ordinance, or regulation. This policy applies to all terms and conditions of employment, including hiring, training, promotion, discipline, compensation, benefits, and termination of employment. All unlawful discrimination is expressly prohibited.