



## **Job Description**

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**Position Title:** Middle School Assistant Director, Student Life

**Reporting to:** Director of Middle School

**Classification:** Education Leadership

### **Position Summary:**

Reporting to the Director of Middle School, the Middle School Assistant Director, Student Life oversees student life at the Middle School. This educational leader is responsible for the daily experiences of our students, student community culture and student success. Along with the role, this leader will also have teaching responsibilities and Teacher Advisor Group as part of the pastoral care of our students.

### **Key Responsibilities & Expectations:**

- Work closely with the Director of Middle School and other school leaders to support all aspects of student life
- Facilitate co-curricular programming and student leadership to ensure that students experience the breadth of our program
- Advance and encourage the learning and personal development of students as related to becoming effective leaders, role models and positive and contributing members of the SMUS community
- Handle minor and major disciplinary issues such as: uniform, attendance and staff concerns about student behaviour
- Establish an environment of service, community and respect within the student body
- Work in partnership with key Middle School program leads, including Learning Resource, Counselling, Athletics and Leadership
- Support students who are experiencing difficulties and provide and design the support necessary
- Develop positive working relationships with all stakeholders; students, faculty and parents
- Teaching assignment and involvement in the co-curricular program of the school
- Other duties as required

## **Qualifications:**

- At minimum, a bachelor's degree in Education
- Experience working with adolescents (minimum 5 years years)
- Proven ability in working effectively with teachers and parents
- A valid BC Teaching Certificate (preferred) or equivalent
- Strong communication skills, both verbal and written
- Strong sense of student advocacy
- Fostering inspiring, dynamic environments and leading with core values of kindness, care and encouragement
- Strong commitment to ongoing professional learning
- A high level of attention to detail as well as the capacity to be a proactive and analytical problem solver
- Exceptional communication, interpersonal, negotiation and mediation skills
- Organized with the ability to work under deadlines with conflicting demands from various departments
- Enthusiastic, energetic, a self-starter with the ability to work independently
- Ability to conduct research, prepare and present reports
- Ability to be tactful, demonstrate excellent judgement, and work as a positive and collaborative team member