

Director of Student Support Services

Our Mission

Nativity Preparatory Academy is a tuition-free Catholic middle school dedicated to a supportive and holistic education for previously underserved and at-risk students through strong academic grounding coupled with a sense of spirituality, morality, and personal responsibility. Within a secure and nurturing environment, we deliver this uniquely effective education through an extended school day and school year, dedicated and caring teachers and staff, personal mentoring, and continuing support through high school and beyond.

The primary role of the *Director of Student Support Services* will be to oversee and participate in efforts to support Nativity students in their holistic development throughout their years at Nativity and into high school, including:

- Engage in restorative practices to ensure student well-being, in conjunction with the Principal and staff. Keep timely and accurate records of all interactions as required. Proactively maintain communication across all appropriate interested parties (teachers and administrators) in school and with families as needed.
- Support students through individual and small group sessions as needed on a wide range of both social emotional and academic issues.
- Coordinate and expand family engagement efforts together with the Principal so as to ensure all families and guardians are aware of their student(s)' needs and growth and feel a part of the Nativity community through regular communication and school-wide events.
- Participate as needed in Committee on Special Education (CSE) processes, together with the AIS (Academic Intervention Services) team and Principal.
- Participate actively in the Response to Intervention (RTI) process for Tier 2 and Tier 3 students, along with the AIS team and Principal.
- Support the teaching of Social Emotional Learning (SEL) to all students in grades 5-7 each week, following state guidelines for SEL and utilizing empirically based, trauma-informed curriculum.
- Lead the High School placement process with formal classes as well as assisting each 8th grade student with all aspects of the high school search, application, testing and placement process, including coordination of high school shadowing, applications, and financial aid for families.
- Develop and oversee after-school or weekend programs to help Nativity graduates remain connected to both the school and their fellow Nativity graduates along with the Director of Graduate Support. Make regular visits to partner school to maintain connection with graduates and address school-related issues.

Qualifications:

- Master's degree in social work, counseling, education, or related field preferred.
- Experience in working with low-income students and families preferred.
- Strong understanding of Social Emotional Learning or related subjects to middle school students.
- Knowledge of trauma-informed and restorative-based practices.
- Ability to conduct individual and small-group interactions with students providing oversight and direction.
- Strong commitment to the Nativity Mission; Mission driven, team player, highly collaborative,
- Strong interpersonal/human relations skills.
- Ability to engage with a wide array of stakeholders successfully and respectfully, including students, families, caregivers, community partners, staff members, volunteers, and donors.
- Ability to self-motivate and be proactive, along with high levels of adaptability.
- Comfort with computer technology and social networking.
- Strong verbal and written communication skills; well-developed organization skills.

Reports to the President.

Salary commensurate with experience. Experienced salary range = \$50,000 - \$60,000