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# Director of Student Life

## JOB DESCRIPTION

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<b>POSITION:</b>	Director of Student Life (DSL) - Grades 6-12
<b>POSITION REPORTS TO:</b>	Deputy Head of School, Head of School
<b>DIRECT REPORTS:</b>	Faculty Advisors, CAS Program Providers (Internal & External)
<b>WORKS CLOSELY WITH:</b>	Students, Teaching Faculty, Coaches, Division Directors, Director of Auxiliary Programs, Facilities Management
<b>TEAMS &amp; COMMITTEES:</b>	School Leadership Team, Calendar Committee
<b>COMPENSATION &amp; WORKING CONDITIONS:</b>	This is a Director level position that includes teaching the equivalent of one course section. From time to time, this position may require evening and weekend commitments.

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### POSITION OVERVIEW

The Director of Student Life (DSL) is responsible for engaging all stakeholders in the delivery of programs and services to support students' personal and social development. This position plays a lead role in supporting positive student engagement and community building. Broadly, the DSL role is responsible for student *expectations and experience*. Specifically, the DSL oversees five key areas of student life:

- Expectations
- Co-curriculars + CAS Program
- Advisory
- Student Leadership + Prefect System
- House System

### ROLES & RESPONSIBILITIES

#### **Student Expectations and Conduct: Grades 6-12**

- Educating students about and holding them responsible for upholding the high expectations that we have of all students (Honour Code, etc).
- Develop, communicate, and enforce high standards of behavior and conduct in alignment with the school's Honor Code and other relevant policies.
- Educate students on the expectations and responsibilities associated with maintaining a positive and respectful school culture.

- Work collaboratively with faculty, staff and parents to address and resolve any conduct-related issues, fostering a supportive and inclusive learning environment.

#### **Co-Curricular Programming: Grades 6-12**

- Design, implement, and manage the school's co-curricular programming, with a focus on Creativity, Action, and Service (CAS).
- Track and assess student and faculty/staff engagement with co-curricular activities, ensuring a diverse range of opportunities that cater to the interests and talents of the student body.
- Collaborate with various stakeholders to continuously enhance and expand the co-curricular offerings, promoting holistic student development.

#### **Advisory Program: Grades 6-12**

- Overseeing the development and delivery of the Advisory Program across all grades in alignment with our Strategic Plan and Priorities.
- Provide ongoing professional development about the role of the Advisor, as well as leadership and support to advisors, fostering a positive advisory experience for both students and faculty.
- Monitor and evaluate the effectiveness of the Advisory Program, making adjustments as needed to meet the evolving needs of students across all grades.

#### **Student Leadership Program:**

- Developing and managing the *student leadership programme* (document to be shared with the successful candidate) that includes and brings together various existing initiatives such as the Middle School Council, Prefects and the Prefect Council, the Grade 9 Leadership course - and any other potential student leadership initiatives.
- Coordinate weekly School Assemblies and ensure student leadership is integrated into the planning and execution of these regular community events.
- Oversee the monthly *Be Kind Work Hard Awards* (or FDS Character Awards) across all school divisions.

#### **Stakeholder Engagement:**

- Collaborate with teachers, parents, and other stakeholders to enhance the overall student experience.
- Foster strong relationships with students to understand their needs and concerns, actively seeking feedback to improve Student Life initiatives.
- Represent the Student Life department in relevant school committees and meetings, contributing to the overall strategic vision and mission of the School.

#### **Leadership and Professional Development:**

- Provide leadership and mentorship to Advisors and CAS Program Providers, promoting a culture of continuous improvement and professional development.
- Stay abreast of best practices and trends in student development, advising, and co-curricular programming.
- Participate in professional development opportunities and conferences to enhance personal and departmental expertise.

### **Administrative Tasks, Data Analysis and Reporting:**

- Utilize data-driven approaches to assess the impact of Student Life initiatives on student development and engagement.
- Prepare regular reports on student conduct, co-curricular participation, and advisory program effectiveness for school leadership and relevant stakeholders.
- Prepare, oversee and manage the annual budget for Student Life Programs.
- Perform other duties as determined by the Deputy Head of School.

### **REQUIRED KNOWLEDGE & SKILLS:**

- Compassionate, collaborative, and confident leader with proven competence in equity, diversity, and inclusion.
- Strong organizational and time-management skills to meet diverse deadlines and effectively manage student groups in various settings.
- Demonstrate understanding of student social-emotional needs, developmental stages, and social influences.
- Commitment to continuous professional development and growth.
- Excellent interpersonal and communication skills, with a professional and empathetic approach.
- Willingness to actively participate in the co-curricular program and school community life.
- Ability to work collaboratively with colleagues and parents in a positive and flexible manner.
- Strategic thinker with the ability to develop long-term plans aligned with organizational vision.
- Proven track record in managing performance, accountability, and delivering results.
- Experienced leader in driving change, innovation, and improvement to enhance organizational outcomes.

### **EXPERIENCE & QUALIFICATIONS:**

- Postsecondary degree in Education or related discipline.
- Masters degree or advanced qualifications relevant to the role.
- A member in good standing with the Nova Scotia Office of Teacher Certification and holds an endorsed Teacher Certificate (Elementary or Senior) or equivalent provincial or other certification.
- Teaching experience working directly with students, preferably in an independent school setting.
- Experience in data-driven decision making, assessment, establishing metrics and reporting.
- Previous experience in a leadership or administrative role will be considered an asset.
- Experience with Restorative Practices, working in Student Life and/or Residential Life, building or leading a housing residence system or an intentional learning community would be considered assets.

### **HOW TO APPLY:**

Please apply directly to ApplytoEducation online or through Armbrae's online application process at [armbrae.ns.ca/careers](http://armbrae.ns.ca/careers). Please include with your cover letter and resume: teaching qualifications/licenses, teaching evaluations.

### **Deadline for applications:**

### **OUR OFFER:**

Armbræ Academy offers a positive and inclusive workplace community that celebrates creativity and collaboration and is committed to ongoing professional development. Our salaries are competitive within the HRM (Halifax Regional Municipality) and include a defined contribution benefits plan, access to our RRSP matching programme and professional growth opportunities.

As a condition of employment a satisfactory Vulnerable Police Clearance must be provided. While all applicants are thanked for their interest, only those chosen for an interview will be contacted.

Armbræ Academy is committed to fostering an inclusive and accessible environment where everyone feels respected, valued and supported. Accommodations are available for applicants with disabilities throughout the recruitment process. Please let us know the nature of any accommodation that you may require.