



**Director of Student Relations
(May 2021)**

Our Mission:

Holy Family Cristo Rey Catholic High School in Birmingham, Alabama integrates college-preparatory academics and a corporate work-study program to empower students from economically challenged families to graduate high school prepared to persist in college and flourish in life. We are part of the growing national Cristo Rey Network of 37 Catholic high schools recognized for transforming Catholic education through a unique integration of rigorous academics, professional experience, and spiritual formation.

Position Summary

Reports to School Principal

Under the direction of the Principal, the Director of Student Relations (DSR) shares with the Principal the responsibility for protecting the health, welfare, and safety of students and of creating opportunities that promote the development of the whole child, build community, and foster college and career readiness and personal growth. The Director of Student Relations works with the Principal to support high-quality instructional programs as well as co-curricular and extracurricular programming that further engages students and fosters curiosity and experiential activities. The Director of Student Relations ensures that all students demonstrate dramatic academic and personal growth by building and maintaining systems to support a positive atmosphere for learning both in and outside the classroom and to cultivate and maintain a safe, joyous, and achievement-oriented school culture. The Director of Student Relations is the primary contact of support for investigating and resolving behavioral problems in a just and fair manner, oversees all matters of student attendance, counsels individual students and, when necessary, works with School Social Worker or outside resources to make appropriate referrals for testing, guidance or psychological counseling, makes recommendations for appropriate revisions of disciplinary policies; and assists in the interpretation of programs, policies, and procedures affecting students' lives in school. The Director of Student Relations supports the Principal and Assistant principal with classroom observations and provides classroom management recommendations to help foster a high functioning, student-centered learning environment that prepares students for both college and life.

The Director of Student Relations (DSR) will lead the school's efforts to create a positive, structured, consistent, caring, and disciplined culture, including but not limited to:

- Consistently modeling the school's values and norms and the standard for professional behavior.

- Supporting teachers to hold all students to high and consistent behavioral expectations.
- Working closely with the principal and faculty to develop Holy Family Cristo Rey's college-prep academic culture.
- Coaching teachers in the area of classroom management, cocurricular and extracurricular programming, student engagement, and community building.
- Working closely with the Principal and the Assistant Principal to orient new staff, determine the faculty's professional development needs, and help design and lead high-impact professional development to ensure teacher growth.
- Supporting students in engaging in behavior and decision-making that contributes to their academic learning and development as responsible citizens of the school, in the Corporate Work Study Program (CWSP), and in the greater community.
- Conducting ongoing reviews of school-wide, grade-level, or individual behavior plans as they relate to policies and procedures
- Establishing and enforcing school-wide, grade-level, or individual behavior plans as they relate to policies and procedures
- Working closely with CWSP to ensure students are following rules and are successful at their job sites.
- Assist in identifying students in need of additional support.
- Assist in the development action plans to support struggling students.
- Serving as the point person for dealing with behavioral crisis-intervention and acute behavioral issues.
- Analyzing student data, and applying what they learn to improve their practice, inform school-wide initiatives and communicate with stakeholders.
- Fostering an environment throughout the school and classrooms in which each student has a positive, nurturing relationship with adults and peers. Along with the counseling department, the assistant principal and the principal promote the cognitive and non-cognitive growth and skill development of every student.
- Assisting teachers, students, and parents in the effective creation and implementation of individual academic and personal behavior plans.
- Building a strong working relationship with school leadership around student achievement, faith formation, and student/family engagement efforts.
- Leading staff efforts to ensure all students have excellent attendance and arrive at school on time.
- Acting as a resource to teachers in their instructional practice, especially as it relates to issues of behavior and personal growth, relationships with students, classroom management, and school culture.
- Assist in fostering an environment in which faculty, both new and returning, adhere to school policies and embrace the HFCR mission and identity of the school.

- Assist in the review and development of health and safety procedures and practices

Roles and responsibilities

- Engage in regular culture audits to both inform professional learning and progress monitor the quality of school culture, sharing the data with stakeholders.
- Design and/or utilize structures and processes which result in family and community engagement, and support ownership of the school toward creating an inclusive and welcoming climate.
- Ensure that the school provides a predictable, orderly, and supportive environment that fosters a climate of safety, respect, and well-being.
- Design and / or support structured opportunities for students to assume leadership within the school community, developing their voice and leadership skills.
- Collaborate with the Administration and Faculty to develop a behavior management system, to effect positive student behavior in the school.
- Assist the faculty in developing, implementing, and monitoring prescribed interventions for individual students.
- Research and evaluate matters of discipline and welfare by conferring with students, parents, teachers, counselors, and support service personnel. The Principal will be responsible for the final decisions on these matters.
- Monitoring school cameras
- Verify that school security systems are working and in place
- Coordinate the resolution of all student discipline problems in a fair and just manner and maintain records of any action taken. The Principal will be responsible for the final decision on all discipline matters.
- Provide documentation and recommendations to the Principal regarding the suspension and expulsion of all students. The Principal, after conferring with the Director of Student Relations, is responsible for the final decision regarding the suspension and/or expulsion of any student.
- Coordinates student attendance interventions and makes recommendations to the Principal for the resolution of chronic attendance problems.
- Work with community and governmental agencies on problems relating to drug abuse, discipline problems, and truancy from school.
- Assist in the dissemination of information regarding school programs, policies, and procedures to parents, staff, and the community.
- Coordinate the development, maintenance, and distribution of student-parent handbooks and similar literature.

- Participate in the coordination, implementation, and supervision of the extracurricular program of the school and responds to student-initiated requests for specific new extra-curricular clubs, activities, and programs.
- Assist with the supervisory responsibility for student activities, programs of student orientation, and similar activities; any schedule changes that affect teachers will be made by the Principal.
- Complete other tasks within the Incumbent's area(s) of certification as assigned by the Principal within certification guidelines.

Professional Presence

- Lead by modeling the school's core values and serving as an exemplar of the mission: treating all stakeholders with empathy and love, modeling excellence in your work, prioritizing effectively, following through with commitments, communicating with integrity, serving others, spreading optimism, and joy.
- Approach your professional practice through a developmental lens, and enthusiastically participate in professional development; seek and apply feedback from leadership and from colleagues in the interest of growth; demonstrate drive and independence in accessing resources to further your own improvement.
- Contribute fully, intentionally, and constructively to the team—the Board, school leadership, CWSP staff, and faculty and school staff—in a range of contexts; collaborate with integrity, humility, commitment, and joy to ensure the foundation of trust that will enable the team to accomplish its ambitious goals.

Qualifications and skills

- Masters Degree in School Administration or related field
- Bachelor's degree or three to five years of experience in a school setting
- Experience working with students with diverse backgrounds and needs.
- Working knowledge of MS Office Suite Products, PowerSchool a plus
- Strong verbal communication skills
- Committed to the values of Catholic education.
- Commitment to driving academic and spiritual growth in all students.
- Ability to build strong relationships, collaborate, and cultivate a loving, joyful school culture.
- Personal responsibility for professional results.
- A data-driven mindset.
- Demonstrated ability to operate with a growth mindset and seek opportunities for feedback.

- Demonstrated implementation of age-appropriate instructional best practices.
- Demonstrated commitment to the mission of the Cristo Rey Network and model
- Ability to thrive in a fast-paced, entrepreneurial school environment
- Ability to convey events in writing clearly and concisely