Director of Student Experience
Start Date: August 1, 2022

The Academy of Notre Dame de Namur, an independent, college-preparatory, Catholic, all-girls’ day school, seeks an experienced and engaging Director of Student Experience to begin August 1, 2022. Founded in 1856 by the Sisters of Notre Dame de Namur, the school is an all-girls’ Catholic academy on the Main Line outside Philadelphia, dedicated to teaching young women “what they need to know for life” in preparation for responsible living in a global society.

Reporting to the Middle School and Upper School Division Directors, the Director of Student Experience is responsible for developing and communicating a focused plan to enhance and sustain student well-being while fostering a culture of inclusion and belonging for all. In addition, the Director is charged with building strong partnerships with families, creating a safe, supportive school climate, and effectively guiding student behavior. The Director serves on the Education Council and Student Support Team and leads the Student Experience Team (Global Leadership, Campus Ministry, Student Council, and Diversity, Equity, and Inclusion).

The Director of Student Experience is responsible for all aspects of non-academic, student-related matters with an empathetic, fair, and compassionate approach to the students of Notre Dame. Through effective communication, decision-making, and interactions with students, the Director will promote diversity, equity, and inclusion in all aspects of the student experience. The Director will work with fellow administrators, faculty, and staff to develop programs, policies, and activities to support student well-being. The ideal candidate is a dynamic and thoughtful communicator who can successfully champion student voices with a passion for – and a nuanced understanding of – the unique nature of a faith-focused, all-girls’ program.

Responsibilities:
- Initiates and leads student programs that support student well-being, inclusion, and belonging, and the development of sisterhood through community events, advisory, and clubs/co-curriculars.
- Oversees the student experience and fosters a school climate that enhances community and student growth.
- Demonstrates visible, active, connected leadership in the daily life of the school, including during the routines of arrival, dismissal, lunch, and break times, as well as at school functions and events beyond the school day.
- Addresses and resolves parent concerns regarding the student experience.
- Works with the Division Directors to manage daily attendance.
- Teaches one academic class and serves as a homeroom advisor.
- Performs related duties as assigned.

Student Life:
- Establishes and supports academic, behavioral, and social community expectations and works to educate students, both formally and informally, about these expectations.
- In partnership with the Division Directors and Admissions Office, develops and leads family programming, including new student/family orientations and retention/admission events.
- In partnership with the Director of Diversity, Equity, and Inclusion, supports schoolwide DEIB initiatives, including advising and guiding identity-based student groups, developing and assessing curricular and co-curricular programming, and planning faculty professional development.
- Leads the Grade-Level Coordinators and the Student Experience Team (Global Leadership, Campus Ministry, Student Council, and Diversity, Equity, and Inclusion).
  - With the Grade-Level Coordinators, collaborates on grade-specific programs, such as advisory, traditions, and class meetings.
  - With the Director of Campus Ministry, envisions, designs, and supports a school-wide service learning and community engagement program.
  - With the Director of The Center for Global Leadership, supports community and global partnerships and student travel.
  - With the Student Council Advisors, supports Student Council in taking on meaningful, achievable goals, and in developing leadership skills.

Student Support:
- Serves on the Student Support Team.
- Collaborates with the Division Directors in monitoring student workload both formally and informally.
- Collaborates with the Division Directors in leading new student onboarding and planning new student events and programming throughout the school year.
- Collaborates with the Director of Student Support on advisory and seminar curricula, as well as all social-emotional learning and well-being programs.

Qualifications:
- A Bachelor’s degree in education or related field required; Master’s degree preferred.
• Three to five years of relevant experience, preferably in an independent school as a teacher/leader or in an administrative role.
• Commitment to student-centered learning and student-centered leadership.
• Commitment to and experience with leading DEIB initiatives for students, faculty, and parents.
• High professional standards regarding integrity, discretion, fairness, and confidentiality.
• Exceptional time management, organizational skills, and oral and written communication.
• Effective and compassionate listener and facilitator in large groups, small groups, and one-on-one situations.
• Empathetic, compassionate, and joyful with students, families, and colleagues.