Assistant Director, Student Services, Senior School  
Exciting Opportunity for a Visionary Leader  
Full-Time Continuing Contract  
2022 - 2023

At Crofton House School, we inspire girls to discover and pursue their personal excellence from the first day of Junior Kindergarten to Grade 12 and beyond.

Bound by our belief in the power of all-girls education, Crofton House School fosters a strong sense of community among educators, staff, students and families. Here, everyone can contribute to the strength of our learning environment – including you.

Crofton House is seeking a dynamic Assistant Director of Student Services to join the Senior School at this exciting time in the School’s history. Under the leadership of Ena Harrop, Head of School, (joined in July 2019), we are undertaking a mid-point review of the strategic plan to ensure the School is ready to meet new challenges and seize new opportunities. The Assistant Director, Student Services, provides strategic direction, leadership, and oversight on all aspects of student welfare, wellbeing and is a member of the Senior School Leadership Team and the Whole School Learning Council.

A knowledgeable and experienced school leader, you are confident in supporting learners using approaches that are reflective of the way girls develop and thrive. You believe in the importance of socio-emotional learning as the foundation of all learning, and in the role of a high quality advisory program as a fundamental pillar of a positive school culture. You have a deep understanding of safeguarding and of the challenges and opportunities that adolescent girls face in their time at school: you are committed to ensuring that every student flourishes. You are adept at building relationships with a range of external agencies and stakeholders that can enhance the support available to students and build on staff’s expertise. You understand the importance of parents as partners in their daughter’s education and hence you build open and collaborative relationships with the parent community. Your intercultural skills allow you to thrive in a diverse environment. You build trust through a combination of competence, integrity, approachability, openness to learning and commitment to the community. You demonstrate commitment to lifelong learning by actively seeking professional development, continually reflecting on professional practice and by collaborating with colleagues to maximize positive outcomes for students. You actively participate in the life of the school.

Approachable, knowledgeable, and able to inspire trust and confidence in all stakeholders, the Assistant Director of Student Services is driven by their passion to make a difference to young people and to this effect, they build open and collaborative relationships with colleagues, parents and strategic partners in the local, national and international community. They demonstrate a lifelong commitment to actively seeking professional development and to continued reflection on professional practice, and are an active participant in the wider life of the school.

This position is scheduled to start in summer 2022.
Key Accountabilities/Responsibilities:

**Educational leadership**

- Provide strategic direction and vision to the Student Services Department, ensuring effective collaboration within the team and alignment with any relevant Senior School or Whole School development plan
- In collaboration with the Department Heads and Heads of Grade, support and provide resources to the further development of teaching and learning practices which are trauma informed, culturally responsive and supportive of neurodiversity
- Develop and oversee a systematic approach to pastoral data analysis, with a particular focus on analyzing qualitative and quantitative feedback to inform programming
- Oversee systematic approach to student support and interventions using MySchool attendance data, and CPOMS entries. Coordinate improvement plans and student contracts where needed
- Oversee the social and emotional well-being of Senior School Students in coordination with the Student Services Department members, Advisors, and Heads of Grade
- Oversee and support the work of the Student Wellbeing and SEL Coordinator
- Oversee and support the work of the Heads of Grades, including the advisory programming and Extended Advisory curriculum
- Oversee and support the work of the Learning Strategies Coordinator, including policies and practices regarding IEP development and allocation of Ministry funding
- Oversee and support the team of Personal Counselors, including coordinating our counselors’ teaching opportunities within advisor sessions
- Coordinate the Senior School annual Board Report on student wellbeing and safeguarding practices.
- To oversee and support the English + program
- Oversee and develop an annual program of parental engagement around student wellbeing, working in close collaboration with the Director, Senior School
- Keep up to date with the latest developments in the field of student wellbeing, SEL, and differentiation to appraise the Director, Senior School and the Learning Council of any relevant developments
- Provide annual safeguarding training to Senior School school staff as well as lead professional development sessions where required
- Work in close collaboration with the other Assistant Directors of the Senior School on specific aspects including:
  - Discipline / Mediation / Restorative Practices
  - Ivy compass involving Social and Emotional Learning and Executive functioning
  - Inclusive Teaching Practices

**Educational Operations**

- Oversee attendance procedures and the work of the Administrative Assistant, front office, such as attendance and safeguarding processes
- Oversee the registrar procedures and the work of the Administrative Assistant, Student Services office, such as submitting university transcripts, reference & scholarship letters, course changes, etc.
- Provide direct supervision and support to the Student Wellbeing and SEL Coordinator, LR Coordinator, Eng+ Coordinator and Personal Counselors
• Chair weekly “Student of concern” meetings and individual school based team meetings with families and external community partners (if needed)
• Coordinate the student ‘Essential Learning Plans,’ Return to School protocols and Academic Support Plans’ in collaboration with the Director, Senior School
• Coordinate Course Change requests as per graduation requirements and individual pathways, indicating support plan for both socio-emotional wellbeing and academic standing
• Coordinate ministry documentation, such as Ministry designations, Trax and 1701 data submissions, and communication in relevant areas where required
• Play a role alongside the Senior School Director, Department Heads and Coordinators in the recruitment of staff
• Play a role in the Senior School Admissions process as required
• Oversee Student Services budget, including Personal counseling, Learning Strategies and SEL departments to ensure fiscal responsibility

Whole school collaboration and partnerships

• Work collaboratively with the CHS Learning Council in all aspects of school management, inspection or accreditation preparation and strategic development
• Work collaboratively with the Senior School Leadership Team to ensure an approach rooted in a whole child approach to teaching and learning, and informed by research and best practice in girls education
• Develop strategic professional partnership within local, national and international networks to further strengthen safeguarding and student wellbeing practices at the school
• Work with other departments in the School to ensure all school systems, activities, and philosophies are aligned to foster student flourishing

Other responsibilities

• Model evidence based, research informed, impactful teaching and learning practices in their own teaching in up to 2 sections
• Take assemblies where required
• Act as a teacher sponsor for the Prefect of Health & Wellness and oversee the CHS Wellness Week
• Be available to support and attend school-related events and meetings during evenings and on weekends
• Play a role in the Senior School Admissions process as required
• Support the existing processes for classroom observations
• Other duties are assigned based on the candidate’s skills, abilities and interests

Qualifications, Knowledge, Experience:

Essential

• B.C. Ministry of Education Teaching Certificate or Independent School Certification qualification criteria
• A passion for girls’ education and a deep understanding of the learning and wellbeing needs of adolescent girls based on research and best practice
• A track record of excellent classroom practice which is both evidence based and research informed
• Experience in a school leadership role or evidence of related leadership experience
• Strong interpersonal, communication, and problem-solving skills
● A collaborative and open approach with a passion for the profession of teaching
● A deep understanding of the intercultural competencies required in a diverse community
● Experience in building positive working relationships with administration, teachers, parents, administrative staff and community partners
● Experience and evidence of success in the promotion and implementation of new initiatives related to student wellbeing, socio emotional learning and safeguarding
● A thorough understanding of effective models of professional learning grounded in research and best practice
● A proven commitment to continued professional learning and development along with the ability to motivate and support professional growth in teachers
● Demonstrated ability to be innovative, flexible and reflective
● A deep understanding of successful change processes
● Strong organizational skills with excellent attention to detail
● Energy and readiness to participate in the diverse life of the school community

Desirable

● Experience in an independent school.
● Experience leading teachers in professional learning, including experience in SEL, Leadership Coaching and Restorative Practices
● Understanding of the culture and context of an Independent All-Girls School
● Experience of the BC curriculum

Employment and Application Details:

Classes begin in early September 2022 following teacher orientation in late August 2022.

Employees of Crofton House School receive competitive compensation, including participation in Crofton House Pension Plan (RRSP), and generous support for professional, educational and leadership development. Relocation assistance is available for this role. Please note that applicants must be able to legally work in Canada and hold a valid BC Teaching Certificate or be in the process of obtaining a valid certificate.

Apply online at www.croftonhouse.ca/careers. We will review applications as soon as they are received. Qualified applicants are encouraged to apply as soon as possible. Posting is ongoing until filled.

We thank all candidates in advance. We will, however, contact only those selected for an interview. No phone calls, please.

About Crofton House School

Crofton House School is a university preparatory day school for girls from junior kindergarten to grade 12. Set on a beautiful ten-acre campus in Vancouver, we offer an inclusive, supportive community of dedicated teachers, involved parents, and enthusiastic students. Collaborative, student-centred, inquiry-based education and world-class facilities create a unique learning environment where each girl can reach her full potential.

www.croftonhouse.ca/careers