



JOB TITLE	Temporary Director of Student Services
DIVISION/DEPARTMENT	Secondary School, Grades 6-12
LOCATION	Ortega Campus, 1201 Ortega St., SF, CA 94122
REPORTS TO	Deputy Head of School
N-1 DIRECT	Health coordinator, Student monitors
TYPE OF POSITION	Full time, Start date: August 20th 2019, for 5 months (leave of absence)

OVERVIEW

The Director of Students Services is an active leader working with the Head of school and the Deputy Head of School in carrying out the school's academic and behavior programs. The Director of Students Services drives the team and is active in understanding and responding to the challenges presented by our diverse student population. He/She provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, personal and social development. He/She is part of the Executive team and works cooperatively with all the community towards a positive school climate and the overall promotion of the school.

- Located in San Francisco, LFSF is a French Immersion, independent, co-educational, college preparatory day school of 1,000 students in grades preK-12. For more information about our school, please visit: www.lelycee.org

RESPONSIBILITIES

The Director of Students Services works with a high level of independence and professional discretion under the general supervision of the principal. The work is governed, controlled, and evaluated by acceptable professional practice and school policies and regulations.

- Serves as a member of the leadership team
- Develops a culture of inclusion and respect in the school
- Defines of the educative policy (part of the school project)
- Individual follow up of the students
- Manages, organizes and leads the 'vie scolaire' service, a team of 6 to 7 staff members including Health Coordinator, Students monitors and receptionist
- Other duties as assigned by or in support of the principal

QUALIFICATIONS

- Outstanding interpersonal and communication skills, capable of handling multicultural situations

- Strong leadership skills
- Autonomous and able to drive projects independently
- Capacity to actively collaborate within a team with a positive mindset.
- Fluency in French and English
- Minimum of three years of experience in education
- Experience in independent schools or others
- Proficiency in American and French school system and curriculum
- Thrive in a fast paced and changing environment
- Excellent organizational, communication, and interpersonal skills
- Energetic and proactive
- Patient and diplomatic
- Discretion in handling confidential information

EDUCATION REQUIREMENTS

- Bachelor's degree in Education or equivalent

Salary is commensurate with level of education and experience.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, long term disability and retirement benefits.

LFSF is an Equal Opportunity Employer; those who would add to the diversity of our staff are strongly encouraged to apply. Interested candidates should send their resume and cover via:

<https://www.lelycee.org/about/jobs>