



WESTRIDGE SCHOOL

Human Development Coordinator

Located in Pasadena, California, Westridge is a forward-thinking independent school for girls in grades 4-12 that emphasizes adventurous thinking, courageous, compassionate leadership, and equity and inclusion. Our school community is vibrant and diverse and grounded in the commitment to goodness in all aspects of life and learning. We balance challenging academics and a focus on leadership development with a priority on social emotional wellness, development of one's sense of self, values, and goals, and thoughtful consideration of individuals' responsibilities to others and the world.

As an integral part of the School's commitment to educating the whole child, the human development program (HD) provides education and space for reflection on topics that are important to students' growing sense of self, their relationship to others, and their relationship to the larger world around them. The program carefully scaffolds a range of social, emotional, health, and college-related topics that respond to developmentally-appropriate concerns with increasing sophistication over time.

Reporting to the director of counseling and student support, the human development coordinator works collaboratively with the director to ensure the delivery of a mission-aligned HD program that is relevant and responsive to students' experiences and needs. The human development coordinator, leading a team of teachers, oversees the evolution, implementation, maintenance, and delivery of the School's HD curriculum, grades 7 through 12. Grounded in current research and employing teaching practices consistent with the School's philosophy, this person is responsible for facilitating the continued growth of a strong program that develops in students a combination of confidence, self-awareness, self-care, thoughtfulness, and courage.

Specific Responsibilities Include:

- Coordinate a cohesive human development program for grades 7-12
- In conjunction with the director of counseling and student support, review and update the scope and sequence of a 7-12 human development program that fosters wellness and resilience, including but not limited to human sexuality and reproduction, consent, relationship skills, conflict resolution, identity and self-exploration, and health and nutrition
- Maintain and develop 7-12 human development curricula and course pages
- Teach a full load of human development classes, as scheduling allows
- Train and oversee all human development teachers including observing and supporting as needed
- Collaborate with the college counseling staff regarding College Process 11 and 12 classes
- Meet regularly with human development teachers at each grade level to review and plan lessons and to coach them in facilitating the lessons
- Lead quarterly meetings for all HD teachers, as well as back-to-school meetings and other departmental opportunities
- Educate the faculty and parent communities regarding the human development program
- Lead parent education meetings related to HD curricula 7-12 and assist with professional development for teachers as needed
- Run additional HD-related programming, such as speakers, class meetings, self-defense classes, etc.
- Participate regularly in professional development opportunities to maintain and grow expertise in the subject matter
- Participate in ongoing skill development in diversity and equity to promote and contribute to a culture of community and inclusion
- Ensure that the human development program is a signature program for Westridge and supports the goals of the 2020-2025 Strategic Plan

Qualifications

- Bachelor's Degree required; advanced degree preferred
- Proven ability to model strong emotional intelligence and teaching both "hard" and "soft" skills

- Strong experience teaching health and wellness and social-emotional skills to girls
- Demonstrated competency and commitment to promoting diversity, inclusion, equity, and community engagement
- Previous experience developing and implementing diversity responsive curriculum to improve teaching and student learning
- Ability to effectively coordinate and lead meetings
- Experience coordinating at the programmatic level
- Experience with student group facilitation training
- Outstanding communication skills, both oral and written
- Cooperative and collaborative attitude
- Good organizational and research skills
- A strong commitment to the mission and vision of Westridge School

Schedule and Salary

This is a full-time exempt position and is eligible for Westridge's comprehensive benefits package that includes paid time off, medical, vision, dental, and generous retirement plan. Office hours are 7:50am-3:30pm; with flexibility to work evenings and weekends when necessary. Salary range depends on qualifications and experience.

To Apply

Send cover letter, resume, and references to Jobs@Westridge.org. Include "Human Development Coordinator" in the subject line.

Westridge School is an equal opportunity employer. Applicants are evaluated without consideration of race, color, religion, gender, national origin, age, sexual orientation, marital status, disability, veteran status or any other characteristic protected by applicable law. For more information: www.Westridge.org.