



## **Director of Student Life**

**Department:** Leadership

*Reports to the Head of School*

*Sage Ridge School is Reno-Tahoe's only non-sectarian, independent, college-preparatory school serving grades 3-12. Since 1998, Sage Ridge School has prepared students to be curious and confident citizens with great intellect and character. Academic excellence is the foundation of a Sage Ridge education, as is evidenced by the quality of faculty, student-to-teacher ratios and student academic achievements. Sage Ridge develops students not just for college, but also for life with its extracurriculars, artistic and leadership programming, athletics, and Signature Sage Programs, including Outdoor Education and Sage Sessions. As a member of the Scorpion community who plays an important role in and beyond the classroom, our faculty is a powerful catalyst for student success and achievement.*

*The Director of Student Life plays a vital role in fostering a vibrant and inclusive school community, overseeing student activities, special programs, and leadership initiatives while serving as a key liaison between students, families, and staff. This dynamic position manages everything from student government and clubs to major school events and outdoor education, ensuring alignment with the school's mission and values. The ideal candidate will be an experienced educator who can build meaningful relationships, create engaging opportunities for student growth and community building, and collaborate effectively with various stakeholders including the Parent Association and the Leadership Team.*

*Start date: July 1, 2025\**

*\*Position is open as of January 31, 2025, and candidates who are interested in starting earlier than July are encouraged to share their interest.*

### **Essential Job Functions:**

- Ensure congruence between the school's board-approved mission statement and all student activities. Constructively support the School, Head of School and the Leadership Team
- Create, support, and sustain opportunities for community building, school spirit, and retention of students
- Serves as the leader of all student and family relationships; Ensure quality client service for our students, families and members of our community in support of our faculty and staff

### **Additional duties and responsibilities:**

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- Oversee the coordination of student programs, including the planning and the presentation of school assemblies, Scorpion Days, student government events, special spirit activities and programs; assist in maintaining a comprehensive calendar of school events
- Serve on the Leadership Team
- Plan, coordinate, and oversee the Outdoor Education program
- Teach one or two classes per year
- Serve as an advisor
- Advise Middle School and Upper School Student Government to ensure strong student leadership support for spirit weeks, campus events and dances
- Foster diversity, equity, inclusion, and belonging initiatives
- Collaborate with deans and advisors to support social-emotional learning and the Advisory program
- Serve as a liaison for International Students and Sage Ridge Scholars
- Oversee the Honor Councils
- Coordinate Club programs
- Serve as the liaison between SRS and the Parent Association
- Coordinate with the Leadership Team on major school events including the Welcome Back event, Grandfriends Day, and Senior Events, including Graduation.
- Collaborate with the Parent Association Community Leads to help support school-wide and grade-level activities
- Assist in the admission process for the evaluation of applicants for enrollment
- Perform other duties as assigned by the Head of School.

**Status:** Exempt

**Hours:** 7:45 a.m. – 4:00 p.m. Monday – Friday with weekend and evening events.

### **Full-time Employee Benefits:**

- Medical, dental, and vision insurance
- Retirement plan: Sage Ridge contributes 5% of gross annual salary to the 403(b) retirement plan with TIAA-Cref for full-time employees. Sage Ridge will match up to an additional 1% for a maximum total Sage Ridge contribution of 6%. Retirement contributions are vested over three years at a rate of 20% after completing one year of employment, 50% after completing two years and 100% after completing three years.
- Tuition remission: 40% reduction of tuition per child at Sage Ridge per academic year for full-time employees.
- Personal leave: Two personal leave days per academic year
- Sick leave: 10 days per academic year accruing monthly. Sick leave may accrue year-to-year not to exceed 30 days.
- Life insurance policy
- [Care24 through UnitedHealthcare](#) for health-related questions and counseling.

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Sage Ridge School is a 501(c)(3) charitable organization. Accredited by the Northwest Association of Independent Schools (NWAIS) and a member of the National Association of Independent Schools (NAIS).

- Medical, vision and dental benefits for spouse and/or dependent coverage are available at group rates.
- Aflac supplemental plans are available for employees to purchase at group rates.

*Sage Ridge School, as an equal opportunity employer, does not discriminate in its hiring of employees based on race, color, sex, sexual orientation, religion, creed, national origin, citizenship, marital or veteran status, age or disability. We actively seek diversity among faculty and administration as well as among students.*

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