

## **Mission**

Villa welcomes girls into a remarkable community, inspiring them to learn, grow, and serve others, and empowering them to succeed. With the caring support of our administration and staff, our dynamic and dedicated faculty nurture each student's individual interests and talents and guide her in the pursuit of her unique goals. Beyond the classroom, students find ample opportunities to explore and develop their artistic, athletic, spiritual, and other gifts, and create enduring friendships and lasting memories as members of our loving school family.

At Villa, we all live by the words of our Foundress, The Venerable Mother Maria Kaupas... *"Always more, Always better, Always with love."*

**Position Title:** Student Engagement Coordinator

## **Position Summary**

Reporting to the Assistant Principal, the Student Engagement Coordinator is a highly visible community builder who embraces the school's mission and possesses strong interpersonal skills. He or she will be skilled at articulating community expectations to students, families, faculty and staff. The Student Engagement Coordinator will implement innovative, girl-centered student programming in collaboration with the leadership team. In all things, the candidate must have a genuine appreciation and respect for teenage girls.

## **Key Responsibilities**

- Collaborate with the Assistant Principal to develop and implement vibrant, inclusive and student-centered co-curricular programming that supports the school's mission and develops student leadership skills.
- In conjunction with the Director of Mission and Ministry, plans innovative grade-level planning that fosters the school's mission, promotes a sense of sisterhood, develops student leadership and agency, promotes health and wellness, and fosters cultural competencies.
- In collaboration with the Assistant Principal, plans opening of school orientations, dances, holiday celebrations, student fundraisers, school traditions (including graduation), and assemblies.
- Moderate Student Council and oversee student government and related events.
- Implement and support a mission-based advisory system.
- Manage and oversee domestic and international travel, including field trips, to ensure compliance with appropriate policies, procedures, and supervision.

- Oversee and manage school district transportation services, communicate with school districts, families and students to ensure efficient operations;
- Manage the school calendar as it relates to academic and extracurricular programming
- Manage SIS with regard to resource boards, academic and extracurricular programming and updating student information and forms
- Coordinates on-site student parking
- Liaises with cafeteria services

### **Qualifications**

- Master's degree preferred with at least 3 years professional experience with youth development or educational organization with supervisory responsibilities;
- Preference for experience or prior work in Catholic, independent schools.
- Personal characteristics necessary for the position include: energy and enthusiasm for all aspects of school life; warmth and a good sense of humor; patience and persistence; sense of curiosity and love of learning.

### **Compensation/Requirements**

A competitive compensation package is provided based on experience and education. Must have the following clearances completed:

- Pennsylvania Request for Criminal Record Check (Act 34)
- Pennsylvania Child Abuse Clearance History (Act 151)
- Pennsylvania Fingerprinting Services

Interested candidates should send a resume, cover letter, and statement of educational philosophy along with three professional references to Valerie Prucnal, Principal, at [vprucnal@vjmhs.org](mailto:vprucnal@vjmhs.org).