Divine Savior Holy Angels High School (DSHA) is a Catholic college preparatory high school for young women that excels at developing the whole person. Sponsored by the Sisters of the Divine Savior and grounded in their mission to make known the goodness and kindness of Jesus Christ, we develop our students into capable young women of faith, heart and intellect who accept the gospel call to live lives that will make a difference.

We are proud to announce that we were recently recognized as one of the Top Workplaces to work in Milwaukee and invite applications from highly motivated and qualified individuals for this role.

**Job Title:**
Director of Student Services

**Job Start-End Date:**
June 6, 2022

**Application Closing Date:**
This posting will remain active until the position is filled.

**Equal Employment Opportunity:**
DSHA practices equal employment opportunity.

**Job Summary:**
The primary focus of this position is to provide strategic administrative leadership and supervision to promote the maximum spiritual, academic, social, emotional, wellness, and mental health development of each student within our diverse school community.

The Director develops and articulates the vision and philosophy of the Student Services programs for DSHA by planning and providing strategic leadership to ensure the vision is realized consistent with our mission. Leads strategic decision making within the school as it pertains to student services with focus on the academic, social, emotional, wellness, and mental health needs of our students. Builds collaborative relationships with the entire population of DSHA and focuses on policies and procedures which enhance the education of the whole person. Leads counseling services consistent with the American Association of School Counseling National Model.

This is a full-time position during the school year and 50% in the summer (approximately 213 days).
**Essential Duties and Responsibilities:**

**Religious & Mission**
- Embraces the Catholic mission of the school and is willing to maintain a perspective that understands the teachings of the Catholic Church, models the importance of faith formation, and encourages spiritual growth in our students by participating in faith formation programs and opportunities.
- Collaborates with the campus ministry team in support of spiritual formation of students.
- Oversees efforts to advance the Catholic, Salvatorian identity of the school and its connection to Student Services.
- Coordinates/collaborates with Applied Wellness Director to fully integrate the mission and functions of Applied Wellness into the Student Services Department.

**Strategic Leadership**
- Manages personnel, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the employee and faculty handbooks.
- Provides strategic leadership in establishing and realizing a vision for student affairs and student life at DSHA as it pertains to the school’s mission and vision.
- Leads the development of school policies, procedures, and programs related to Student Services.
- Connect student services supports to the institutional approach to Applied Wellness.
- Creates a data dashboard and updates systematically to inform decision-making that meets the needs of students.
- Serve on committees with the expressed intent to provide Student Services perspectives including. Committees may include but is not limited to the Student Support Team (chair), Curriculum, Instruction and Assessment Committee, Academic & Student Life Committee, and Collaborative Teams.
- Leads a focus on developing a school climate where all girls feel a sense of belonging and fosters the development of a positive sense of self for all students.

**Counseling, Advocacy, and Support**
- Plans, organizes, delivers, and evaluates the DSHA counseling program which includes developing positive interpersonal relationships, designing curriculum, interpreting data and scheduling counselors as necessary.
- Leads DSHA’s integrated mental health supports and any co-location mental health supports.
- Presents information to parents and community groups about adolescent development, Student Services Department programs and resources, and various academic and career topics.
• Foster optimal academic, social-emotional, wellness, mental health, and spiritual growth among students.
• Coordinates and contracts speakers for school assemblies that focus on issues related to social/emotional health, wellness, academic intervention, and college/career planning (e.g., alcohol and other drug use, college readiness, social media, relationships, etc.).
• While this role does not have an assigned caseload, the Director of Student Services is available as support for overflow, social emotional and academic issues, or increased mental health needs of students.

Program Coordination
• Develop, monitor, and review annual student services budget.
• Gather data to measure our overall student success with a focus on academics, co-curricular involvement, and leadership; use insights from the data to inform any necessary changes to access or to programming.
• Coordinates school-wide initiatives, programs and events that relate to whole-person education and by assuring proper oversight by members of the department responsible for running each program.

Collaboration/Liaison
• Works closely with the Student Accommodation and Assessment support coordinator and Children’s Wisconsin therapist.
• Collaborate closely with Dean of Student Affairs, Academic Dean, Director of Student Services, Athletic Director and Director of Campus Ministry to fully integrate students from diverse backgrounds into the complete DSHA experience.

Education and Training
• Serve as a key resource person for staff and parent education and training around areas of mental health, social, emotional, academic, and spiritual growth of students.
• Participate in local and national continuing education opportunities.
• Communicate with parents through appropriate channels such as the Parent Enews.

Miscellaneous
• Moderates Student Council.
• Maintains currency in the field of counseling through subscribing to journals and attending conferences and seminars.
• Completes other duties as assigned.

Supervisory Responsibilities:
Oversees: School counselors, Director of College Counseling, Student Services Secretary, Educational Database Coordinator/Registrar, College Center Assistant/Testing Program Coordinator, and any behavioral and mental health partnerships.
Qualifications:

Education and/or Experience:
Position requires a master’s degree in school administration, counseling, or psychology. At least 5 years of previous experience in a counseling and/or administrative role in an educational environment is required.

Knowledge, Skills and Abilities:
Effective oral, written and presentation skills are essential for success in the position. Incumbent must be highly organized, detail oriented and able to work on multiple projects within specific timeframes with varying deadlines. The ability to take the initiative with projects and to work both independently and as part of a group is required. An understanding of the American School Counselor Association guidelines and Code of Ethics is required. Must be able to evaluate and respond appropriately to crisis situations. Proficient computer skills with experience using MS Office software, database software, the Internet and email are required. Incumbent must be able to maintain extremely confidential data, to include grade point averages, class rank, test data and budgetary information. Employee development and performance management skills are essential. Incumbent must be able to work with diverse groups on many different projects.

Physical Demands:
While performing the duties of this job, the employee is frequently required to stand; talk or hear; and use hands to finger, handle, or touch objects or controls. The employee is frequently required to stand and walk. On occasion the incumbent may be required to stoop, bend or reach above the shoulders.

The employee must occasionally lift up to 25 - 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:
The work takes place in primarily an office/school environment, some travel and exposure to external elements may occur.

How to Apply:
Interested individuals must complete the online application at www.dsha.info/careers and include resume, cover letter and salary expectations.

Visit www.dsha.info to learn more about Divine Savior Holy Angels High School. Only applicants to be interviewed will be contacted.