

# THE MARIANIST PROVINCE OF THE UNITED STATES

## POSITION DESCRIPTION

**TITLE:** Director of Marianist Urban Students Program **FLSA:** Exempt

**REPORTS TO:** Marianist Province of the US - Assistant for Education

**LOCATION:** St. Mary's High School - MUSP Supported High School

### **GENERAL SUMMARY**

The Director of the Marianist Urban Student Program (MUSP) works in the 12 month position assisting economically disadvantaged students to maximize their potential and achieve success in their education within the Christian atmosphere of a Marianist urban high school. The Director is accountable to the Marianist Province of the United States and is formally evaluated by the Province annually.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

**(May perform some or all of the following tasks.)**

Duties include:

- Coordinates a selection process for students who apply to the Marianist Urban Students Program.
- Communicates with the parents at least quarterly through home visits, school conferences, phone calls and memorandums.
- Initiates contact with school staff to assess progress of students and plan for success.
- Attends staff meetings of the school and parent meetings to better understand the school context of the students' lives.
- Provides one-on-one academic coaching regularly for each student (MUSP tutorial).
- Monitors academic grades, merits/demerits, and attendance.
- Provides educational, vocational and personal guidance when needed.
- Strives for open communication with each student.
- Works with Guidance staff in course selection, preparing for standardized tests, and in preparing for college/career.
- Plans enrichment activities to broaden the context of the students' lives.
- Coordinates a mentoring program where applicable.
- Maintains files and administers office procedures.
- Acts as a resource for parents regarding social service agencies as needed.
- Presents to the Board a quarterly report evaluating the students and the Program.
- Manages the financial element of the program – administers the budget of the program.
- Maintains contact with MUSP graduates. Documents the educational, vocational, and/or career paths of the students.
- Performs other duties to assist the MUSP Board in carrying out its responsibilities.

### **QUALIFICATIONS AND EXPERIENCE:**

1. Bachelor's degree required. Experience in secondary education or related area preferred. Experience and knowledge of the Marianist Charism required.
2. Commitment to Gospel values, and a desire to embrace the mission of the Society of Mary and the Marianist Province of the United States
3. Strategic thinker; good listener, with strong people skills and a warm, empathetic and engaging personality.
4. Ability to lead and partner with a team to achieve the goals of the Marianist Urban Students Program in the most effective manner.
5. Good writing and communications skills.
6. Must have good interpersonal skills, communication skills including writing, word processing, and spreadsheet and data base experience.
7. Available for weekend and evening work.

### **PHYSICAL DEMANDS:**

Work is generally in an indoor setting. Must be able to handle, lift objects and or materials of up to 20 pounds. Must be able to use telephone (hear and speak) and use a computer.

**REASONABLE ACCOMMODATIONS:**

Lifting up to twenty pounds is essential for this position. Lifting weights above twenty pounds may be accommodated by seeking help from another co-worker. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

**To Apply**

Email by August 9, 2019 cover letter and resume to: [megarcia@sm-usa.org](mailto:megarcia@sm-usa.org)

**Salary and Benefits**

**Competitive salary and benefit package includes medical, dental, life, LTD, 403B and paid time off.**