

Do you enjoy advocating for students and working to promote success throughout each student's academic career? You'll play a critical role creating and leading services that provide academic achievement and personal-social well being and growth. As the Director of Student Life, you'll serve as part of the Battle Creek Area Catholic School staff and will work along-side Principals, Teachers, School Staff driving initiatives within our schools.

You'll collaborate with various stakeholders including principals, parents, and community members as appropriate. While you are at it, you'll be building your network and expertise while helping prepare each student for life beyond BCACS. Ready to hear more?

Welcome to BCACS! Only about a half hour from Kalamazoo and two hours from Detroit, we are a tight knit community educating Preschoolers to 12 graders. We pride ourselves on providing students with an excellent education and a solid faith formation. Come join all the great things we can offer here at BCACS and be a part of shaping future generations!

HERE'S A TASTE OF WHAT YOU'LL BE DOING

- Communicate the academic and support services program available and inform parents how to access all available resources
- Gather and present orientation information for new and returning students
- Using our FACTS Student Information System, develop and schedule students in courses, updating as needed
- Support dually enrolled students as needed(KCC, BAMSC, CACC), online courses
- Audit student grades to ensure students remain on track for graduation
- Work with agencies and parents for student utilizing accommodations
- Provide academic support including securing tutors, organizing Saturday school and credit recovery
- Order materials for Advanced Placement and state testing, including securing and training proctors and attending trainings as required
- Facilitate standardized testing
- Organize college visits both on and off campus, exposure to careers, provide financial aid and scholarship application support
- Work with businesses in our community to secure Senior Internships. Monitor student progress with business partner

All of the above won't be done in isolation. You'll have a strong staff and partners to work alongside you to accomplish set strategic goals.

YOUR KEY FOR SUCCESS

- Bachelor's Degree with preferred experience in an educational environment
- Experience in management, finance, education , administration, or related field
- Excellent communication and interpersonal skills
- Understanding of Catholicism and Catholic teaching and values
- Strong organizational and strategic planning abilities.
- Ability to inspire and motivate others while fostering a collaborative and inclusive environment.
- Knowledge of education policies, regulations, and best practices.
- Self-motivated, proactive, and results-oriented

The ability to work a full shift, come to work on time, work overtime as needed and the ability to work according to the necessary schedule to meet job requirements with or without reasonable accommodation is an essential function of this position.