

## **Mercy High School Job Description**

**Job Title:** Assistant Head of School for Student Life  
**Reports To:** Head of School  
**FLSA Status:** Exempt  
**Date:** Revised February 2024

### **Summary:**

Within the context of the tradition and charism of the Sisters of Mercy, supportive of the Mission and Values of Mercy High School and Catholic Church teachings and doctrine, the Assistant Head of School for Student Life reports to the Head of School and is responsible for supporting the school culture through oversight of student attendance, student behavior, security, school safety, transportation, and all student life programs, including athletics and student activities.

The Assistant Head of School is a member of the Administrative and Leadership Teams and works directly and collaboratively with members of both teams. The Assistant Head of School, in collaboration with the Leadership Team, oversees the day-to-day operation of the school in the Head of School's absence.

### **Qualifications:**

The Assistant Head of School for Student Life should be an innovative and faith-filled leader who provides leadership and student life oversight; who has a deep passion for advancing women's education and programs; and who models ethical and moral leadership. To perform the job successfully, the individual should be able to lead with a gentle firmness, displaying compassion and empathy while treating all stakeholders with dignity. The individual should be a strong colleague who communicates with warmth and transparency, honors confidentiality, and sees great value in the parent-school partnership.

The Assistant Head of School for Student Life must enjoy working with teenagers and have a deep understanding of adolescent development; have a desire to support young women through tremendous life experiences and growth opportunities; have a desire and ability to build meaningful relationships with students; and have the ability to vision and build engaging leadership and development programs for young women.

The Assistant Head of School for Student Life must possess the ability to perform as part of a team and have excellent interpersonal skills; have excellent written and verbal communication skills and the ability to work with a wide range of audiences; needs strong organizational skills and be detail-oriented, with the ability to multitask and meet multiple deadlines; meet challenges with a sense of humor and a "can do it" attitude.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition, the person should have the following experience and/or education to perform the job successfully:

An individual must have related administrative experience in a high school setting, or a combination of elementary and high school experience demonstrating competency in supervision, program design and development, athletics, student activities, Campus Ministry, and/or other related areas of the job description. The individual must be knowledgeable of Catholic Church teachings and doctrines, within the context of the tradition and charism of the Sisters of Mercy, while providing a working atmosphere which fosters and promotes these values.

**Education and/or Experience:**

Successful candidate should possess:

- Teaching Credential
- Administrative Services Credential and/or Masters Degree
- Minimum three years experience in secondary teaching and/or administration
- Minimum three years experience in program development

**Essential Duties and Responsibilities include the following:****School Culture and Mission:**

- Supports the Catholicity of the school by ensuring it is reflected and upheld in co-curricular programs and curriculum with the global understanding of the tradition and charism of the Sisters of Mercy
- Supports DEIB initiatives within the school, leading DEIB student life programming
- Supports school strategic planning and envisions new programs and curriculum to meet the needs of the student body
- Partners with the Campus Ministry and Counseling Departments to support development of the whole child through meaningful program development and design

**Student Life**

- Supervises the Student Activities Coordinator in consultation with the Head of School
- Oversees the Link Crew Leadership program, Student Government, and the Club Program
- Oversees, all student activities including but not limited to dances, rallies, student lead club events, awards programs, student assemblies, field trips, guest speakers
- Develops and maintains the school calendar inclusive of the daily activities, advisory program, collaboration events, field trips, and guest speakers; and in collaboration with the Kohl Mansion rental calendar and our Tri-School counterparts
- Ensures students are in compliance with Mercy High School policies
- Coordinates morning transportation needs through the school's bus and shuttle programs
- Regularly reviews the student/parent handbook
- Oversees awards ceremonies and graduation events in coordination with the Assistant Head of School for Academics
- Responsible for student orientation and student photos
- Ensures compliance with all Archdiocesan, WASC, league and state regulations with regard to student life (student activities, athletics, conduct, decorum, attendance, health, safety, legal requirements, etc.).
- Manages the Student Life budget

**Discipline, Decorum and Campus Safety**

- Maintains student compliance with policies laid out in the student handbook including, but not limited to student attendance and uniforms
- Manages the Disciplinary Review Committee
- Makes recommendations to the Head of School for policy changes
- Coordinates the school's Restorative Justice Program and leads a weekly Reflection Group for students
- Partners with Counseling to support students in crisis situations
- Serves as liaison with Burlingame Police and Fire Departments and their school resource officers.
- Responsible for ensuring the school is in compliance with San Mateo County's Big Five safety protocols and that community members are appropriately trained in the Big Five through regular PD and campus preparedness drills
- Supervises the safety and security of the school including the oversight of security staff
- Serves as a liaison to San Mateo County Public Health for Schools
- Leads campus health safety training sessions for students
- Oversees faculty and staff CPR training needs

**Athletics**

- Supervises the Athletic Director in consultation with the Head of School
- Ensures athletes and coaches are in compliance with Mercy High School, League, and CCS eligibility
- Maintains the Student Athlete and Coaches Handbook
- Oversees all hiring of coaches and athletic training and strength and conditioning Staff
- Ensures the success of the athletic program through supporting the Athletic Director in hiring qualified coaches, coordinating athletic facilities, calendar, and transportation; purchasing team uniforms; and managing student athlete health records
- Attend and work as needed at home athletic events
- Chaperone overnight tournament travel

**Additional Duties:**

- Oversee and assist with daily morning and afternoon traffic
- Oversee and assist with daily lunch supervision
- Partner with the Admissions and Advancement Departments to support their programs and assist with Parent Talk and Tours and Parent Engagement
- Maintain regular daily presence during student passing periods
- Responsible for faculty and staff supervision of co-curricular contractual duties
- Responsible for school programming and determination of programming priorities
- Supports the Summer School Program needs
- Drive the school shuttle when needed
- Responds to the many less tangible needs staff members may have in order to learn and grow, feel challenged and supported, and be positioned to do their work well at Mercy High School
- Additional duties that arise and are deemed necessary

**Supervisory Responsibilities:**

The Assistant Head of School for Student Life has direct supervisory responsibilities for the following faculty and staff:

- Athletic Director
- Student Activities Coordinator
- Main Office Staff
- Executive Assistant to the Assistant Heads
- Campus Security
- Van/shuttle driver
- Faculty and staff when working as chaperones

The Assistant Head of School for Student Life shares responsibilities in supervising the following faculty and staff:

- Staff members with the Head of School

**Member of:**

Administrative Team; Leadership Team; Tri-School Leadership Team; Disciplinary Review Board; WCEA/WASC Committee; Emergency Preparedness Planning Team; Crisis Team; staff to committees/task forces and other committees as assigned by the Head of School.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports the high school's goals and values; benefits the high school through outside activities; supports affirmative action and respects diversity.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Managing People - Includes faculty and staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to faculty and staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies feedback (internal and external); improves processes, products and services; continually works to improve supervisory skills.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason when dealing with emotional topics.

Project Management - Develops project plans; coordinates projects; communicates changes and

progress; completes projects on time and budget; manages project team activities.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

#### **Computer Skills:**

To perform the job successfully, an individual should have a working knowledge of Google Suite and comfort in using academic apps and technological tools such as NoRedInk, PearDeck, etc.

#### **Physical Demands:**

The physical demands described are representative of those that must be met by an individual to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the individual is regularly required to talk or hear. The individual is frequently required to walk; sit; use hands to finger, handle or feel, and reach with hands and arms. The individual is occasionally required to stand, stoop or kneel. The individual needs to move from the main school building to lower campus. Specific vision abilities required by this job include close and distance vision.

#### **Work Environment:**

The work environment characteristics described are representative of those an individual encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the individual is occasionally exposed to outside weather conditions while walking from the main building to the lower campus.

The noise level in the work environment is usually quiet.

Must also be able to attend occasional meetings in late afternoons, evenings and weekends. Salary is commensurate with experience and education of the applicant.

**Send resume and cover letter to: Lynn Beal at [lbeal@mercyhsb.com](mailto:lbeal@mercyhsb.com)  
If emailing, please use subject line "Assistant Head of School for Student Life"**

**Salary** Salary is commensurate with experience of the applicant. Range \$120,000-145,000)

#### **STATEMENT OF NON-DISCRIMINATION**

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard

to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)