

## **Director of EnCompass**

Position Type: Exempt

Reporting: This position reports to the Executive Director

**Vision:** Excellence in educational opportunity for all.

**Mission:** Rooted in Lasallian tradition of making a quality education accessible to all, we provide excellence in education, promote service, justice, care, inclusivity, community and zeal. We proudly proclaim “I am somebody.”

**Values:** Care, Inclusivity, Community, Service, Justice, and Zeal.

### **Background:**

A co-educational Lasallian Ministry, De La Salle, Inc. focuses on providing innovative education to prepare young people for the rigors of post-secondary education and leading a life of independence.

EnCompass is the enrichment and graduate support programs of De La Salle, Inc. which provide comprehensive educational and career programming for La Salle Middle School students, graduates, and their families as they pursue their educational, career, and personal goals. Managing a department that includes two Graduate Support Advisors and an Enrichment and Formation Coordinator, this individual maintains effective and efficient operations of the EnCompass program by working with all graduates to reach essential educational milestones, supporting them at their respective schools and fostering a commitment of service to others. An integral member of the Leadership Team, the Director will advise and collaborate with the Executive Director, Head of School, Advancement Director and the Director of Mission & Operations on school-wide and community-wide issues, engage in strategic goal setting and implement policies and practices.

As the leader of the EnCompass Program, this individual will further develop and implement a comprehensive, holistic program for our graduates and families that focuses on academics, community building, faith and character development, and behavior health.

During the 2018-2019 school year, the Graduate Support Program will support approximately 130 middle school-aged students, 80 high school students, and 80+ college-aged students in their quest for academic, vocational, and personal success.

### *Responsibilities and Duties*

#### Support of Middle School Students

- Codify and direct the implementation of a college-and-career bound culture among middle school students and families by facilitating, initiating, maintaining, and evaluating high-quality programming
- Develop partnerships with other high-quality/best-practice programs and institutions
- Regularly meet with school leadership to advise about graduates’ preparation for college-preparatory high school curriculum, provide a “high school perspective” to Middle School administrators in the writing, revising, and implementation of disciplinary and academic policies, and to review and revise Graduate Support participant selection criteria
- Guide the management of the high school selection process
- Direct the Enrichment and Formation Coordinator in programming for students and families

#### Support of High School Students

- Oversee the creation, maintenance, and evaluation of all programming related to La Salle graduates in high school, including but not limited to;
  - Academic support services like tutoring, ACT Prep, and study hall
  - Preparation for the post-secondary application process, including college visits, financial literacy workshops, etc.

- Exposure/enrichment programming like Summer Scholars and Freshmen Leadership Academies
- Ensure that regular high school visits are occurring for all graduates to discuss high school performance outcomes, employment/career goals, and the post-secondary search and selection process
- Confirm that all graduate families have adequate support with the high school and post-secondary financial aid processes
- Initiate and maintain positive working relationships with key high school administrators
- Oversee development of positive working relationships with teachers and counselors, as well as key program administrators in other college access programs

#### Support of College/Career Students

- Oversee coordination of college visits to current college students when possible
- Initiate and maintain positive working relationships with key college administrators
- Manage coordination of care packages to college students in fall and spring
- Coordinate at least one post-high school graduate social per year
- Develop and codify systems to maintain contact and connection with college/career graduates
- Develop resources for non-college bound high school graduates

#### Support of Enrichment

- Provide overall structure and evaluation of enrichment program
- Oversee regular evaluation of student and family needs
- Initiate and maintain positive working relationships with key enrichment partners
- Develop overall plan for community programming

#### Additional Duties

- Create and maintain department and program budgets
- Submit appropriate data to the De La Salle Advancement office and the Board when requested
- Oversee the management of EnCompass database
- Create, maintain, and evaluate a bank of high-quality college access/persistence programs to refer students to at various transition points
- Lead and supervise graduate support and enrichment team

#### *Knowledge and Skills*

- The ideal candidate will possess relevant leadership, counseling and administrative experience;
  - excellent relationship-building capabilities;
  - strong interpersonal, written, and verbal communication skills;
  - flexibility; comfort with a variety of tasks;
  - and a commitment to holistic educational services.
  - Ideally this individual has experience working with youth from underserved communities.

#### *Qualifications*

- Minimum of a Bachelor's Degree, preference for advanced degree and/or coursework in psychology, education, social work, and/or counseling
- At least three years of experience working with middle and/or high school students, preferably in a low-income or high-needs population, preference for classroom instruction, school counseling, or social work experience
- 2-3 Supervisory Experience Preferred

Qualified candidates should submit cover letter and resume to Rachel DSouzaSiebert at [rachel@gladiatorrds.com](mailto:rachel@gladiatorrds.com)