

Director, Student Leadership Programs

Position Description

Overview

Leadership development is an essential feature of the Malden Catholic student experience. It is in this spirit that the school seeks a full-time Director, Student Leadership Programs to manage the development and delivery of a comprehensive and transformative leadership experience for all students, both boys and girls.

The Director will build on the school's previous experience with leadership development programs, working closely with teachers, specialists, staff, administrators, mentors, parents, and the MC community to:

- Manage the development, implementation, and assessment of a contemporary, highly engaging leadership curriculum for girls and boys,
- Ensure that high-quality capstone projects deliver a meaningful conclusion to each student's leadership development experience,
- Create, refine, and administer site visits, speaker series, community service opportunities, and other program deliverables,
- Design and implement a leadership assessment tool for students to use in self-assessment and with mentors and coaches,
- Integrate leadership development across the curriculum and in key areas such as Athletics, Campus Ministry, and Mock Trials,
- Provide professional development opportunities for teachers, staff, and parents to help the school community understand and embrace the importance of leadership development, and
- Build a best-practice program that will make a measurable difference in students' lives and reflects MC's spiritual values of humility, simplicity, compassion, trust, and zeal.

The Director, Student Leadership Programs will report to the Principal, chair the Leadership Advisory Committee, and collaborate with the committee to build the program and ensure the highest quality standards.

Qualifications

- Candidates should possess a Bachelor's degree in Management, Administration, Education, or related disciplines. A graduate degree is preferred, but not essential.
- Candidates should demonstrate a career progression of leadership and achievement that serves as a model and inspiration for students.
- Candidates should have demonstrable experience in leadership, management, planning, policy, and/or program development and evaluation. Experience in facilitating, mediating, and problem solving in group environments is also desired. Candidates should know (or learn) how to identify, evaluate, and utilize best practices in youth leadership development nationwide.
- Ideally, candidates will also possess a clear talent for working with high school students and understanding their needs, concerns, aspirations, and communication preferences. Candidates should demonstrate an ability and willingness to put student needs first and serve selflessly in the spirit of Servant Leadership.

Other Knowledge, Skills, and Abilities

- A talent to lead, inspire, and build long-term, sustainable working relationships,
- Demonstrated knowledge of current management and supervisory techniques,
- Knowledge of group dynamics and problem solving,
- Experience in running effective meetings and events,
- Skill in budget development and fiscal management,
- Ability to work with students from diverse ethnic and cultural backgrounds, and
- Ability to effectively communicate with stakeholders in oral and written form.

Above all else, the successful candidate will possess the interpersonal, listening, and trust-building skills that are essential for working effectively with students, parents, teachers, administrators, and the MC community over the long term.

This individual will also:

- Assist in planning student orientations and participate in them, providing overviews to students on leadership programming and opportunities.
- Listen to students and, as appropriate, incorporate their input and feedback into programming and events.
- Create communications about the leadership program to inform and inspire stakeholders about needs, opportunities, progress, and outcomes.
- Coordinate with Campus Ministry to integrate leadership opportunities with service hours, where appropriate and applicable.

Professional Development

The Director will develop, coordinate, and lead professional development opportunities for teachers, staff, and parents, reinforcing in words and deeds the central role of leadership development in the Malden Catholic student experience.

To Apply: Interested candidates, please provide electronically cover letter, resume, (unofficial) college transcript, 2 letters of recommendation to

- Mrs. Rose Maria Redman, Principal: redmanr@maldencatholic.org and
- Mrs. Marianna Cavuoto, Human Resources: cavuotom@maldencatholic.org

Position Posted: July 13, 2020. Open until filled.