



CHARTER SCHOOL

Associate Director of Student Life

ORGANIZATION OVERVIEW | YouthBuild Philly is a life-changing two year program for young adults between the ages of 18 and 20 who have dropped out of high school serving approximately 450 young people per year, half as students and half as alumni. In the first year of the program, students engage in competency-based academics, vocational training in either building trades, business/customer service, early childhood education and healthcare, as well as serve as part-time AmeriCorps members. In the second year of the program, alumni receive support to pursue their postsecondary goals in careers, college, and training. YouthBuild Philly is an award winning, flagship program of the national YouthBuild movement, and has been named a Top Workplace by the Philadelphia Inquirer for seven consecutive years. Our mission is to provide out of school youth in Philadelphia with the broadest range of tools supports and opportunities available to become self-sufficient, responsible and productive citizens in their community.

Core Values

* Excellence * Perseverance * Respect *

Job Description

The work of the Associate Director of Student Life is to collaborate with the Director of Student Life to help maintain a School-wide culture that is safe, positive, and promotes the social-emotional growth of all students. In so doing, the Associate Director of Student Life has three primary functions: (1) working proactively to maintain the overall climate and culture of the School with a reflective and engaging approach; (2) managing student leadership development opportunities through skill development, leadership groups and critical consciousness (3) assisting in the social-emotional development of the entire student body through a series of weekly Community Meetings.

■ Climate-and-Culture Maintenance

- Help co-create day-to-day school climate and culture with students through morning greetings, classroom visits and hallway transitions;
- Administer day-to-day school discipline via restorative practices in a fair and impartial manner that fosters better student decision-making, with an eye to the students' success during and after YouthBuild;
- Further develop the established School-wide Restorative-Practices approach to culture and climate;
- Facilitate restorative conferences, develop restorative plans, and track results;
- Facilitate proactive and responsive restorative circles, as needed;

- Inform relevant staff, including teachers, mentors, and managers, when students have restorative conferences scheduled;
 - Collaborate with Director of Student Life to train staff on Restorative-Practices principles;
 - Organize and facilitate weekly Village Meetings with students that are reflective, engaging and inspiring;
 - Monitor and recognize student achievement;
 - Maintain the school-discipline tracking system and prepare monthly discipline reports.
- **Student Leadership**
- Develop and support student-leadership initiatives throughout the school;
 - Develop and support student narrative change initiative
 - Facilitate weekly student leadership development class
 - Manage, develop and grow Youth Congress and Peer Connectors leadership groups throughout the year.
 - Introduce student leadership to the school-wide social justice goals and grow that strand.
- **Program Involvement**
- Attend weekly all-staff and department meetings, as well as any other meetings as required by Director of Student Life;
 - Participate in community-service projects in keeping with the ethic of service;
 - Participate in one or more student extracurricular activities;
 - Support and help guide a Restorative-Practices framework for Year 2 graduates;
 - Support fundraising and relevant development efforts for the program.
- **Student Life Leadership**
- Believe deeply in the mission and values of YouthBuild Philadelphia;
 - Collaborate with AmeriCorps Members/Community Projects Coordinators around upcoming events, service projects, extracurricular activities, and community meetings;
 - Collaborate with Director of Student Life to train AmeriCorps Members/Community Projects Coordinators on Restorative-Practices principles.
 - Proactively supervise AmeriCorps Members via careful onboarding, detailed work plan development/implementation and support toward professional growth goals of Members.
- **Professional Development**
- Research, utilize and maintain best practices, as well as knowledge of trends related to out-of-school youth, youth development, social work practices, counseling techniques and restorative-justice practices;
 - Continue to develop skills through trainings and professional development offered at the School, community workshops, and conferences.
- Other duties as assigned by the Director of Student Life.

Qualifications

YouthBuild Philadelphia Charter School requires the following qualifications for this position:

- Bachelor's degree from an accredited college or university;
- 3 years of experience working in a similar role;
- Act 24, 34, 114 and 151 criminal background clearances;
- Ability to operate in a fast-paced, highly flexible work—often highly intense—work environment;
- Ability to travel to locations, organizations or events in the City of Philadelphia and surrounding counties;
- Creativity in developing strategies that lead to students' success;
- Excellent counseling skills;
- Detail-oriented, with strong organizational skills;
- Proficiency in Microsoft Word, Excel and PowerPoint;
- Strong communication skills and ability to present information within expertise to large groups;
- High level of professionalism and customer-service skills;
- Experience working in a team setting;
- Respect for the intelligence and experiences of young adults;
- Strong commitment to helping young adults succeed in reorienting their lives, nurturing their leadership skills, and enabling them to make a difference in their community;
- Social-media savvy.
- Ability to motivate staff through effective leadership, mentoring, development and evaluation.

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at careers@youthbuildphilly.org with subject line “Associate Director Student Life”. Candidates who don't submit salary requirements will not be considered for the position.

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.