



The Sacred Heart School of Montreal
3635 Atwater - Mtl, QC - H3H 1Y4
514-937-2845 - sacredheart.qc.ca

The Sacred Heart School of Montreal is an All Girls English Catholic high school, where students and staff from all faiths and backgrounds are welcomed. Located in downtown Montreal, its mission is to nurture the mind, body and spirit of each student in a supportive and caring environment. The School is part of a worldwide network of 151 schools across 40 countries, all of which share common goals, mission and philosophy.

sacredheart.qc.ca/about/mission-goals/

The School is now accepting applications for the following position:

TITLE: Director of Student Life
(1-year replacement)

REPORT TO: Head of School

STATUS: Full-Time, Temporary

SALARY: To be discussed

BENEFITS: Free parking space, pension plan, vacation and group insurance plan

START DATE: August 12th, 2024

Applications should be submitted by email with a cover letter, CV and two professional references to:

hr@sacredheart.qc.ca.

We thank all candidates for their interest in this position but only candidates selected for an interview will be contacted.

The selected candidate must undergo a satisfactory background check.

POSITION OVERVIEW:

The Director of Student Life is responsible for overseeing a variety of student activities and leadership opportunities offered at the school. The current roles and responsibilities of the Director of Student Life revolve around the non-academic life of the school. The main objective of centralizing the numerous aspects of student life is to ensure consistency and organization. The priority of the Director of Student Life is to provide meaningful and mission-appropriate leadership opportunities and activities to a diverse population of our student body. The Director of Student Life is the central hub for all of the student activities, volunteering initiatives, school wide social action initiatives and co-curricular activities offered in the school.

KEY RESPONSIBILITIES:

- Provide leadership to create and oversee student programming, including grade-level retreats, clubs, activities, homeroom programs, and student leadership opportunities.
- Work collaboratively with the School community to implement forms of discipline to promote justice, healing, and learning in ways that are guided by the Sacred Heart Goals and Criteria.
- Collaborate with the Leadership Team to discuss and plan events in the school
- Plan and manage the budget for Student Life activities
- Responsible for daily students' operations; informally supervise the students, make announcements, and help students with their inquiries, concerns and problems
- Oversee the enforcement of school uniform
- Manage the Co-Curricular program; sign-up/assignment of co-curriculars, as well as the addition, elimination or modification of the co-curriculars, monitor student involvement, adjacent report card and collecting data from faculty to add to adjacent report card
- Coordinate student-led clubs, committees & events; Girls for the Cure, Grad Committee, DASHABUSTADD, etc.
- Coordinate community service/volunteering opportunities
- Coordinate school wide events and activities; Sec V lunch out, Grad Ring organization and Grad Ring Ceremony, Black History Month, Graduation Ceremony (convocation) and Prom
- Responsible for the Prefect Advisor program; plan, coordinate and oversee meetings, events, and activities, CAIS Junior & Senior Leadership Conferences
- Manage daily student operations outside of academics; school calendar, events and activities, assemblies
- Integrate new domestic and international students in collaboration with Director of Enrolment Management.
- Perform other duties as required

EDUCATION, EXPERIENCE & SKILLS:

- Bachelor of Education combined with subject-related Bachelor's degree and/or Masters of Arts in Teaching & Learning (MATL)
- Quebec teaching licence (brevet) or equivalent
- Minimum of three years' experience in a secondary school, preferably all-girls
- Experience in planning and implementing student life activities
- Proficiency with Google Suite for Education
- Bilingualism (asset)
- Maintains high professional standards for integrity, tactfulness, discretion, fairness, and confidentiality
- Excellent interpersonal and communication skills (both oral and written)
- Effective facilitator in large groups, small groups, and one-on-one situations
- Ability to seek input from multiple sources to inform decision-making, and collaborate with faculty and Leadership to plan and implement events and activities to enhance the quality of student life
- Ability to balance the needs of multiple constituencies
- Positive attitude, flexible approach, solution-focused