



SPRINGWOOD SCHOOL

Director of Campus Life

Job Title: Director of Campus Life

Status: 12-month, Full-time/Exempt employee (or Non-Exempt Employee)

Date: June 20, 2022

Reports to: Head of School

School Overview

Springwood School is a private K4-12 college and career preparatory, day and international boarding school led by Christian leaders who are guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing a quality education in a nurturing mind, body, and spirit focused environment.

Position Summary

The Director of Campus Life provides visionary leadership to ensure that student co-curricular programs align with the school mission and enhance the overall student learning experience. Working collaboratively with other school program leaders such as the Directors of Academics, Athletics, and International Student Programs, the Director of Campus Life supervises operations of the school to ensure that student programs are effectively supported and executed. The Director of Campus Life, a senior-level administrator, is a member of the Strategic Team and reports to the Head of School.

Essential Functions

The specific tasks, duties, and responsibilities of this job include, but are not limited to:

- Evaluate and implement student co-curricular programs that align with the mission of the school and enhance student engagement of mind, body, and spirit.
- Collaborate with other program leaders to coordinate effective scheduling, planning, and execution of all student co-curricular programs, including, but not limited to, Sessions, clubs, Interim, Homecoming, Grandparents' Day, Wildcat Workday, and summer programs.
- Supervise and manage the budget of the operational support of student programs, including the facilities, technology, campus development, and campus safety departments.
- Part of the Academic Team leadership to ensure alignment between curricular and co-curricular goals.

- As a member of the Strategic Team, the Director of Campus Life is a key contributor to schoolwide improvement projects and initiatives.

Interpersonal Skills

- Communicate effectively with a range of school stakeholders
- Exceptional ability to coordinate with all program leaders to ensure the success of the student experience
- Exhibit objectivity and openness to others' views
- Contribute to building a positive team spirit
- Put success of team above own interests
- Maintain professional demeanor when dealing with difficult emotional situations
- Respond promptly to staff, student, and public needs

Intellectual Acumen

- Demonstrate initiative and aptitude for implementing best practices and methodologies as well as creating community buy-in for new initiatives
- Fully embrace 21st century learning strategies and is willing to challenge students and colleagues to grow and embrace new skillsets, thought processes, and collaborative opportunities

Other Skills

- Ability to help drive and implement long-range, strategic planning initiatives
- Ability to evaluate and enhance the physical needs of the school, including athletic and classroom facilities, grounds, technology, and communications systems that best support student learning.
- Ability to write grants and build community relations that will enhance student experiences

Qualifications

Education

- Minimum of master's degree in educational leadership, organizational leadership, or other relevant field

Experience

- Five or more years' experience in school administration or organizational leadership in non-profit environment such as church or parachurch organizations, with a proven track record of effective collaboration among different school (or organizational) stakeholders; significant experience in working with students and/or family programs; teaching experience a plus

Skills and Knowledge

- Excellent professional, organizational, verbal, and written communication skills

- Proficient in Microsoft Word, Excel, and Outlook
- The ability to successfully multi-task and function in a fast-paced school environment

Other

- Excellent professional, organizational, verbal, and written communication skills
- Ability to develop and manage a budget

Key Relationships

- Internal
- Students
- Faculty
- Staff
- External
- Parents
- Local Community

Physical Requirements

- In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

Additional Responsibilities

- The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.
- All employees are expected to support the mission and vision of Springwood School, and to contribute to the overall life and culture for our students.

For More Information

Please visit our Springwood School Careers page at <https://www.springwoodschool.org/my-wildcats/employment.cfm>.

Springwood School uses site-based hiring practices and as such Administrators are responsible for interviewing and selecting for those positions within their area of authority. We wish to thank all applicants for their interest and effort in applying for this position; however only candidates selected for interviews will be contacted.

For more information on this position contact the Head of School at headofschool@springwoodschool.com.