



Job Description

Director of Student Support – FLSA Exempt Position

At Health Leadership High School (HLHS), the Director of Student Support is one of the three pillar directors. Our model is focused on innovative practices that are driven through a multimodal approach that embraces diversity and inclusion. The Student Support Director is an on-site school leader who is focused on creating a culture of support and holistic well-being. At HLHS we are seeking a motivated and passionate leader who is interested in building strong programming to support student outcomes that best serve our future leaders.

HEALTH LEADERSHIP HIGH SCHOOL MISSION STATEMENT

The mission of Health Leadership High School is to equip students who are interested in health with the skills they need to become leaders in developing healthier communities. Through experiential and project-based learning, our students develop as deep and complex thinkers to have a broad understanding of the determinants of improving healthier communities. Our mission is to take a holistic approach in supporting youth to have successful careers by caring for their intellectual, physical and emotional well-being as students.

POSITION DESCRIPTION

The Director of Student support organizes, manages and leads the implementation of the advisory model of the school and the social/emotional wellness 360-degree support program at HLHS. The Director of Student Support is chiefly responsible for promoting and supporting a culture of care and support. As an innovative school that provides learning through project-based instruction, it is imperative that this leader takes a hands-on approach to coaching and modeling. This school leader reports directly to the Executive Director. The Director of Student Support is chiefly responsible for carrying out the vision and mission aligned with HLHS through the following duties:

- Serve as an on-site school leader to support staff, students, families, and community partnerships
- Delivery of social work services under Federal IDEA IEP at the school to ensure this related service is being met,
- School advisory program (includes weekly “rounds,” training of staff, curriculum support and student assignments and placement based on ELL, and Special Education),



- Intervention training for potential Suicidal Student, Reporting Child Abuse & Neglect, Crisis Response Protocols/Directives, Individual Student Safety Plan Protocols, McKinney Vento Homeless program,
- Student behavior handbook policy review/development,
- Attendance and Truancy intervention initiatives,
- Medicaid in the Schools Reimbursement Program,
- MOU's for community mental health partnerships,
- Students' Next Step Plans based on a career development process that includes career awareness, exploration and interest inventories.
- Data collection of Family engagement initiatives – Open House, Trimester Family meetings participation, Title I meetings etc.
- Student Success Report Card / Developmental Asset Profile data collection and reporting use of this data to drive support programming for students.
- Collaborate with the Leadership Team to ensure the three pillar approach and model of the school works to meet the needs of students and guides their growth and development.
- Facilitates family meetings to address support needs and or issues with students and includes their Advisors as part of this process.
- Oversees behavior management through a Positive Youth Development (PYD) approach,
- Provide 'drop in' service for students and families who may need emotional support or concrete community services and assistance.
- Direct supervisor to school social workers to ensure their job duties and responsibilities support the student support mission and initiatives. Manage employee development plans on a periodic and annual basis.
- Participate in student recruitment and community engagement activities as required by the Executive Director.
- Participate and facilitate meetings with Governing Council members during board meetings, subcommittee meetings and other governance activities required by the Executive Director with regard to the Council's annual strategic plan.
- Participate in and facilitate leadership trainings, retreats and other professional development activities

Required Qualifications

- Bachelor's degree in Social Work or Education from an accredited university
- Master's degree in Social Work or Education from an accredited university
- Licensed Independent / Clinical Social Work License, LCSW LISW



- Three years' experience administering academic, social/emotional, behavioral health or other school programs.
- Strong oral and written communication skills in English and Spanish
- Spanish fluency

Preferred Qualifications

- Valid State Department of Education administrative licensure
- 2-5 years of school leadership experience
- Innovative Leadership practices and leading for equity, diversity and inclusion
- Experience with inclusive education practices (Inclusion model)
- Experience working with English Language Learners

SALARY

The base salary range for this position is \$85,000-\$90,000

HOW TO APPLY

For consideration, applicants must submit the following materials directly to Leticia Archuleta, Executive Director/Principal at Jobs@healthleadershiphighschool.org

- Letter of interest demonstrating qualifications and experience
- Current resume or curriculum vitae
- 3 references – direct supervisors preferred
- Copies of current license(s)

All applicants will be screened based on qualifications and experience. The most qualified applicants will be scheduled for position interviews. All other applicant submissions will be placed in a talent bank for future consideration.

To ensure safety for all students, all staff members will be fingerprinted. Background checks will be conducted on all school staff prior to their service as employees. At Health Leadership High School, we seek to embrace equity, diversity and inclusion. We strive to have employees who have a deep commitment to supporting youth and community as a whole. Health Leadership High School is proud to be an equal opportunity employer.