

La Salle Academy
1434 N. Second Street
Philadelphia, PA 19122

La Salle Academy
Graduate Support Director Position Description
Immediate Opening
About La Salle Academy

Started in 2003, La Salle Academy (LSA) is a small, independent, Catholic grade school, educating children in grades 3rd through 8th, that exclusively serves children from low-income families from across Philadelphia. Run in the tradition of the Christian Brothers and the Sisters of St. Joseph, La Salle is a San Miguel model school dedicated to achieving children's success academically and spiritually in a supportive, faith-based learning environment. Located in West Kensington, LSA serves children from across Philadelphia.

La Salle Academy's unique benefits include:

- Small Classes: 15:1 student/teacher ratio
- Extended School Day/School Year (through the end of July)
- Collaborative faculty, staff, administration, and board members
- On-site nurse and social worker
- A Graduate Support Program that works to

LSA is seeking a Graduate Support Director, which is a full-time, year-round, salaried position and reports to the President. The Graduate Support Director is responsible for shepherding 6th, 7th, and 8th grade students through high school search, application and financial aid processes; providing continued support service to graduates through high school and beyond; and serving as a resource for graduates as they seek fulfilling education and work opportunities beyond high school. The Graduate Support Director works closely with students and their families to find an appropriate fit for each student, with an emphasis on continuing education in a Catholic high school.

We welcome bilingual English/Spanish applicants. Salary is commensurate with experience. LSA offers a comprehensive benefits package that includes health insurance and a 403b retirement plan. LSA offers opportunities for professional growth and development, including reduced tuition at La Salle University. LSA is an equal opportunity employer.

Responsibilities

LSA promotes a welcoming classroom environment where students develop positive relationships feeling accepted yet challenged to take risks in learning in an age appropriate, challenging, supportive, Christian environment. The Graduate Support Director models the five goals of being respectful, responsible, motivated, consistent, and peaceful for the students as they prepare to acquire these necessary skills and prepare for high school. Responsibilities for the Graduate Support Director include:

- Meet in groups and individually with students starting in 6th grade to inform and guide them through the high school placement process.

- Work with students and their families to coordinate high school placement and financial aid efforts
- Teach 8th grade course on high school readiness and test preparation
- Coordinate and communicate with high school guidance personnel
- Maintain contact with graduates to track performance beyond middle school
- Connect graduates to academic interventions and other relevant programming
- Track and report post-secondary placement outcomes for all graduates
- Connect graduates back to LSA for volunteering and other support
- Manage part-time Alumni workers
- Plan, coordinate and implement alumni events, including monthly LSA Connects – a gathering of LSA alumni that includes a meaningful presentation, food and activities
- Coordinate meaningful summer opportunities for current students and alumnae
- Manage Graduate Support budget
- Work with Business Manager to reconcile Graduate Support expenses monthly
- Maintain a working relationship with the chair of the Board of Trustees' Graduate Support Committee
- Update and maintain data on alumni
- Track high school placements and share regular updates to Administrative Team
- Annually report to staff, board and others status of graduates
- Maintain flexibility of schedule to include occasional night and weekend events

Requirements

- Bachelor's Degree (in Education preferred)
- Bilingual Spanish/English Candidates encouraged to apply
- Prior teaching or experience working with children preferred
- Understanding and sensitive to children's needs
- Strong classroom management skills
- Flexible, team player
- Good communication skills with students and adults
- Ability to remain calm in stressful situations
- Willingness to perform other duties as needed e.g. lunch duty, line duty, etc.
- All required criminal background checks, including but not limited to Child Abuse Clearance, PA State Police Clearance and FBI Clearance
- Archdiocese of Philadelphia Safe Environment Part I and Part II: Protecting God's Children, Mandated Reporting of Suspected Child Abuse
- References

Please email resume, references and letter of interest to enrollment@lasalleacademy.net