Compass High School

High School Student Life Coordinator

Compass High School is seeking a Student Life Coordinator to join our team for the 2021-2022 school year. Compass specializes in the education of students with learning differences. Our school is truly a unique and rewarding place for administrators and teachers to work with students who learn differently. Compass is a small school with a high level of cohesion among its faculty and administration Parents are highly involved and supportive.

Job Summary:

Student Life Coordinator: Responsible for planning, developing, facilitating, and evaluating student co-curricular programming in order to support Compass students' academic success and personal development. Establish and maintain a school culture that is positive, safe, and focused on the positive social development of Compass students. With the Administrative Team, oversee student discipline, attendance, and communication with families. Ensure school and plant safety. Organize school events. Oversee independent study periods, advisory, and post-secondary advising programs.

This is a 12-month contract with a start date on or around July 1, 2021.

Reports to: Head of School

Essential Functions:

1. With the Head of School, manages student discipline by counseling and disciplining students, communicating with faculty and families, and establishing behavioral plans.
2. Establishes structure and routines that are conducive to positive student relationships, e.g lunch supervision, advisories, social activities, etc.
3. Coordinates with professionals both within Compass High School and outside the school, e.g. therapist, physicians, etc. to establish a consistent approach to working with students.
4. Participates, with the Technology Coordinator and faculty, in coordinating the standardized assessment of students.
5. Serves in a leadership role for the school: participates in admissions and publicity activities, participates in accreditation activities, facilitates and attends meetings, participates in decision-making and hiring, etc.

Knowledge, Skill and Experience:

> 1. Minimum Education required:
>   > Master's degree in Education, Counseling, School Administration or similar field preferred.
> 2. Minimum Experience required:
>   > At least 5 years of experience working in a school setting with students, ideally with special needs and in a high school setting.
> 3. Skills Required:
>   > Excellent interpersonal skills when working with the students, family, faculty, and the public. Knowledge of learning disabilities and other handicaps that affect learning and social functioning. Excellent writing skills. Strong computer skills.

Compass High School is a nonprofit private school for students from diverse cultural and economic backgrounds who have learning differences. The mission of Compass High School is to provide a supportive, individualized program to help students develop their full academic potential. We focus on learning strategies, social competence, and self-advocacy to give students the knowledge and self-confidence they need to succeed. Compass High School is located in San Mateo, California.

Characteristics of Compass High School:
- Highly motivated students in grades 9-12
- A dedicated faculty who believes that all students learn differently and who vary their teaching style to meet individuals' needs
- Small classes (average 6 students per class)
- Strong collaboration with families
- A school climate where all students are valued and nurtured
- A college preparatory curriculum augmented with electives in the arts, technology, and physical education

Compass High School was founded December 2012 and graduated its first class in 2016.

To apply, please email a cover letter and resume to jobs@compasshigh.org Please put "Student Life Coordinator" in the subject of your email.

Or mail to:
Hiring Committee
Compass High School
2040 Pioneer Court
San Mateo, CA 94403

For more information, visit www.compasshigh.org