



Nativity School of Worcester

Director of High School Placement and Support
Worcester, MA

Nativity School of Worcester seeks an ambitious Director of High School Placement and Support with a passion for establishing educational equity, engaging with students and graduates, and developing high school partnerships. The Director reports directly to the Senior Vice President of Advancement and Graduate Support and collaborates with staff, faculty, graduates, families, and high school partners to advance the Jesuit mission and Graduate Support Program at Nativity School of Worcester. The Director is responsible for providing support services for 7th and 8th graders and graduates of high school age of Nativity Worcester to ensure success and access to opportunities as they transition to the next step in their educational experience.

Our Mission:

Founded in 2003, Nativity School of Worcester is an accredited, independent, Jesuit middle school that provides a quality, all-scholarship education to underserved boys of all faiths. Drawing upon four pillars - strength, scholarship, character, and service - a Nativity education inspires self-discovery, responsibility, spiritual growth, and a lifelong dedication to learning.

After 21 successful years of the boys program, Nativity will be opening the Julie Power Girls Division in July 2024. Nativity will be the first tuition-free school available to girls in Central MA.

Summary of Position:

The Director of High School Placement and Support is a salaried administrative position. The Director is responsible for working as part of the Graduate Support team to provide support services for 7th and 8th graders and graduates of Nativity Worcester in 9th-11th grade that will ensure their success as they transition to high school. The Director will provide information, guidance, and support to students and their families starting at the Nativity Admissions process through 8th grade graduation. The Director will accompany students and families through the high school application and decision process including any necessary standardized testing, teacher recommendations, and financial aid completion. The Director of High School Placement and Support will join the school at an exciting and dynamic time in the history of the program as it prepares to open a Girls Division in the Summer of 2024, and will play a pivotal role in strengthening all aspects of the program.

Specific responsibilities include but are not limited to advising and counseling students, graduates, and their families in one-on-one and group meeting structures to ensure their success and wellbeing in high school; modeling effective teaching practices as the teacher of the High School Prep course, placing 8th grade students in independent/private high schools or specialized high school programs, building relationships with high school partners, and monitoring academic, emotional and social progress of Nativity Worcester graduates in the 9th -11th grade, before handing them off to the Director of College Placement and Transition.

Primary Responsibilities:

Reporting to the Senior Vice President of Advancement and Graduate Support and working collaboratively with the Graduate Support Team, your responsibilities include:

Direct Student & Graduate Support (80%):

- Provide one-on-one guidance to a caseload of 60 - 70 7th - 11th grade students and graduates to support their high school placement and transition.

High School Placement

- Teach High School Prep Classes to the 8th grade students (quarters 1 and 2) and 7th grade students (quarters 3 and 4) two days of the six day rotating academic schedule. Create lesson plans and track student progress for the classes.
- Attend family conferences, complete student progress reports, and report cards on a quarterly basis
- Coordinate High School activities (school visits, applications, workshops, graduate panels etc.) for Nativity Worcester students and graduates
- Coach each student and family towards a high school plan that is individualized to that student, and is in line with admissions and affordability data
- Adjust admissions chances and expectations based on changes to student academic profile throughout the year

Financial Aid Support

- Guide students, graduates and caregivers (in person or remotely) to submit financial aid applications by institutional priority deadlines; hold two meetings per year with each 8th grade family and one meeting per year with 9th and 10th grade families to complete and review financial aid applications
- In consultation with the Senior Vice President, determine tuition assistance from Nativity Worcester's Nancy's Fund to support high school scholarships
- Explain financial aid award data to each student, graduate, and family and coach them to make a financially responsible decision
- Support graduates with submitting a deposit (when necessary) to each school by institutional deadline

Maintain ongoing communication with all graduates on caseload

- Lead quarterly 30-60 minute meetings with each graduate on caseload (approximately 5 graduates per week) virtually or in person (in the Graduate Support office, on a high school or college campus, other off-site locations throughout the region).
- Respond to all graduate or graduate family text/calls/emails within 2 business days
- Develop individualized communication plans to ensure graduates remain engaged with the program and understand the resources available through the Graduate Support Team

Caseload & Data Management – 5%

- Track and record graduate progress in our database (Salesforce), using both quantitative and qualitative measures
- Enter data into the database within 3 business days of a student interaction or status change



- Maintain accurate student contact information in the database
- Share monthly reports (using Salesforce) with Senior Vice President and President on graduate outreach and engagement.

Program Support - 10%

- Attend regularly scheduled Graduate Support Team internal meetings as well as high school partner meetings as necessary
- Plan age-appropriate programming for graduates including relevant workshops and celebratory events
- In collaboration with the Graduate Support Team, design and send out monthly graduate newsletter
- Develop and present quarterly reports for the Graduate Support Committee of Nativity Worcester's Board of Trustees – a governing body that oversees implementation of policy, regulations and mission of the school
- Coordinate transportation 1-2 days per week from Saint John's High School to Nativity, enforcing expectations of graduates while on campus and assist in supervising the graduate after school program

Organizational Support – 5%

- Support the Advancement team by providing data for grant writing, attending events, networking with supporters, and providing event logistics as needed
- Engaging stakeholders in the lives of graduates by finding innovative ways to communicate with high school guidance counselors, parents or guardians, headmasters, principals, college partners, and all such persons that contribute to our graduates' well-being

Additional Responsibilities:

- Understanding and promoting the mission, standards and policies of the school and work related to Diversity, Equity, Inclusion, and Anti-Racism. Assist in advancing DEIA efforts such as implementing the school's restorative justice program (training will be provided to accomplish this).
- Participate in required school-wide events, professional development days and orientations. Attend and engage in faculty/staff retreats (two times per year).
- This is a full-time, exempt, 12-month position. Work hours may vary (including evenings and occasional weekends) and one late shift per week is required to assist with the extended school day program (excluding events and special projects).
- Performs other duties as assigned and assists with school coverage such as recess and lunch duty as needed.
- Fulfill responsibilities as articulated in the Nativity Worcester Employee Handbook.

Qualifications:

- Bachelor's degree or equivalent.
- 1 – 2 years of related work experience; knowledge of high school admissions programs is preferred.
- Bilingual preferred; the ability to understand and to make oneself understood to Spanish speaking individuals.
- Must be highly organized, detail-oriented, and have strong interpersonal and communication skills. Must be professional, proactive, collaborative, results-oriented, and be able to adapt to changing priorities.

- Experience developing trusting relationships with students; experience working with middle and high school students in grades 5-12 preferred.
- Must have the ability to establish and promote good working relationships with students, graduates, colleagues, board members, and volunteers.
- Must have an even disposition with a poised confidence and have the ability to deal effectively and politely with people from different backgrounds, experience levels and in all types of situations. It is essential that the individual be courteous and flexible under stress.
- Must be able to work independently and take initiative.
- Must have demonstrated abilities to evaluate problems accurately and display good, sound, and confidential judgment. Must maintain a professional, caring, and conscientious demeanor at all times.
- Must have cultural sensitivity and awareness of diversity, equity, and inclusion issues regarding the internal and external Nativity Worcester community.
- Openness to embracing and promoting the Jesuit mission of Nativity School of Worcester.

To Apply:

Submit résumé and cover letter to Elizabeth Deliberto, Senior Vice President of Advancement and Graduate Support, at careers@nativityworchester.org

Salary range: \$55,000 - \$70,000. A comprehensive benefits package and benefits such as tuition reimbursement will be provided. Note: Starting salaries typically fall in the lower end of the salary range; however, they are ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity.

Equal Opportunity Employer Statement

Nativity School of Worcester is an equal opportunity employer, and we welcome and encourage applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. Nativity School of Worcester is committed to a diverse and inclusive environment; we welcome a broad spectrum of candidates, and particularly invite applications from

diverse backgrounds and life experiences (e.g. gender, ethnicity/race, and other individuals who are under-represented in the profession). Candidates who have worked with a diverse range of individuals and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests in their cover letter.

www.nativityworchester.org