



# ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

**Job Title:** Director of the Junior Academy Program

**Reports to:** Principal

**Date:** April 15, 2019

**Position location:** Toledo, Ohio

---

## **Position Purpose:**

The Director of the Junior Academy Program serves as the liaison between Junior Academy students, their parents, and the school. This person works in conjunction with the Principal, School Counselors, and the Academic Team to design and implement a strong academic program via the Middle School Model that values the individual. By providing a strong academic foundation, along with best practices in social and emotional development, this person will move the mission forward and grow the JA program.

## **Mission:**

Founded in the Ursuline Tradition and rooted in the Catholic faith, St. Ursula Academy educates each young woman transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

## **Primary Duties:**

- Supports and promotes the mission, vision and Ursuline Core Values of St. Ursula Academy
- Supports SUA's Strategic Plan and Ohio Catholic School Accrediting Association (OCSAA) process
- Serves as the external face of the Junior Academy
- Provides insight and input to the President, Principal, Assistant Principal, and Directors with regard to establishing a vision toward future development of the Junior Academy program
- Demonstrates positive collaboration with all areas of school life such as school counseling, athletics, development, marketing and admissions, campus ministry, etc.
- Collaborates with school counselors on academic, social, and emotional student issues including developing and coordinating related programming, including transitional programming
- Communicates to families via newsletters, updates, etc.
- Meets with Junior Academy parents and students when needed
- Supervises Junior Academy students during lunch
- Serves as a member on the Academic Advisory Council
- Serves as a member of the Admissions Committee and aids in the selection of all incoming students
- As a member of the Registration Team, reviews student records and makes course recommendations for incoming 6<sup>th</sup> graders through 9<sup>th</sup> graders and transfer students into those grades



---

# ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

## **Primary Duties (continued):**

- Addresses discipline and student handbook violations specific to Junior Academy students
- Oversees student technology distribution and collection
- Adheres to the Employee Manual, Faculty & Staff Notebook, and Student Handbook policies

## **Creates, organizes, and attends the following student life activities:**

- Events/Activities
  - Summer events
  - Junior Academy Orientation
  - Bring your Parent to Lunch
  - Catholic Schools Week
  - Dances
  - Labre
  - Intramural Week
  - 8<sup>th</sup> Grade Graduation
- Field Trips
  - 6<sup>th</sup> Grade Camp
  - 7<sup>th</sup> and 8<sup>th</sup> Grade overnight trips (NYC, Toronto, Ohiopyle, etc.)
  - 7<sup>th</sup> Grade Leadership Conference
  - 8<sup>th</sup> Grade Day Trip
- Junior Academy Clubs
- Junior Academy Student Council
- Transition programs

## **Education**

Bachelor's Degree in Education required. A Master's Degree in Education Administration is preferred. A minimum of five years experience as a classroom teacher is required

## **Knowledge, Skills & Abilities:**

- Practicing Catholic preferred with a passion for and knowledge of Ursuline education as it is described in the writings of St. Angela Merici and lived at St. Ursula Academy with its traditions and beliefs
- Proficient with technology, with ability to become proficient in PowerSchool
- Active listener with excellent interpersonal, oral, and written communication skills
- Demonstrates strengths and success in leading and managing people, projects, processes, and change with a genuine desire to empower, and motivate others
- Demonstrates flexibility in working hours to support the events and activities of the institution
- Be a person of integrity and maturity
- Exhibit a high degree of accuracy and attention to detail



# ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

**Compensation:** Commensurate with experience

Please respond by submitting cover letter, resume, list of three references and salary history by April 24, 2019 to Kathleen Schramm, Assistant to the Principal at [kschramm@toledosua.org](mailto:kschramm@toledosua.org)