

Mercy High School – San Francisco
Job Description

Job Title: Student Leadership Coordinator
Reports To: Director of Student Life
FLSA Status: Exempt; 190 days – Part-time
Preparation Date: January, 2018

ABOUT MERCY HIGH SCHOOL SAN FRANCISCO

Mercy High School, San Francisco, educates women to pursue lives of spiritual and intellectual depth, determination, and daring action to improve our world as an inclusive, Catholic, college preparatory community enlivened by the Gospel of Jesus and the charism of the Sisters of Mercy.

POSITION OVERVIEW

The Student Leadership Coordinator is responsible for the development of student leadership and involvement among student at Mercy High School. This position coordinates and oversees all aspects of student government and its leaders.

We seek an experienced high school teacher with expertise in student leadership. The ideal candidate will also have experience and knowledge of Catholicism and the charism of the Sisters of Mercy. In addition, the candidate will have interest and experience in a variety of modes of teaching and be highly skilled at mentorship, program/event planning, and problem-solving. The candidate will have taught several years at the high school and/or university level, and with experience in and passion for mentoring young women.

PRIMARY RESPONSIBILITIES

- Moderates Associate Student Body (ASB) and co-moderates Campus Life Team (CLT)
- Coordinates and oversees all aspects of ASB/CLT events including, but not limited to, elections, assemblies, rallies, leadership camp(s), overnights, Mercy ‘til Morning, annual school theme selection and design, holiday decorations
- Coordinates and oversees all aspects of Mercy Play Day, Benefit Rally, Spring Day, Spirit Week, V-Day, and the Christmas assembly
- Coordinates and oversees regular meetings with CLT, ASB executive Board, ASB, and Executive Leadership Team (ELT)/CLT meetings.
- Collaborates with various members of the school to build community and student leadership capacity.
- Faculty is required to share supervision duties and expected to attend (this list is not all-inclusive):
 - All-school assemblies – required
 - Open House – required
 - Liturgies – required
 - Freshman Welcome Reception – required
 - Graduation – required
 - Faculty/staff retreats – required

- Faculty/staff meetings – required
- Admissions Interview Day – as needed
- Social activities – encouraged
- Sporting activities – encouraged
- Fine arts productions – encouraged
- Other duties as assigned.

QUALIFICATIONS

- B.A/B.S. degree; Masters Degree and/or teaching credential preferred.
- Experience in student leadership preferred
- Experience working with young people from diverse faith traditions, cultural, economic, and ability backgrounds.
- Dedication to the mission and charism of Mercy High School San Francisco.
- Passion for the empowerment of young women a must.
- Proven experience as a teacher.
- Thorough knowledge of best practices and legal guidelines relevant to education partnered with a willingness to follow the school's policies and procedures.
- Well-organized and committed.
- CPR/First Aid Certification
- Comfort and proficiency with information technology including G-Suite and Microsoft Office Suite.
- Flexibility, sensitivity, diplomacy and the outstanding interpersonal skills necessary to work collaboratively with multiple constituencies required.
- Excellent written and verbal communication skills as well as attention to detail required.
- Flexible and willing to work some early mornings, evenings and/or weekends.

TO APPLY

To apply for this position, email a copy of your resume, a cover letter, and 3 references to jobs@mercyhs.org. Your cover letter should explain why you are interested in the position and what unique qualities you would bring to the role. Strict confidentiality will be maintained for all applicants and only finalists' references will be contacted.

Mercy High School San Francisco is an equal opportunity employer.