

OFFICE OF GRADUATE SUPPORT SISTERS ACADEMY OF BALTIMORE

Sisters Academy of Baltimore seeks a full-time Director and Assistant Director of Graduate Support beginning in August 2021.

Brief Description

The Director and Assistant Director are responsible for all aspects of the Graduate Support Program, one of the distinguishing characteristics of Sisters Academy of Baltimore. The Director and Assistant work together as a strong support of graduates and families to secure access to best-fit high schools and to prepare students for transition to college and professional programs. The Director and Assistant work closely with families to identify and place each student into high school. They support families and students during the transition to high school and college and manage the relationship with graduates while in high school and college. They engage alumnae in support of the mission, vision, and goals of the school. The Director and Assistant develop an understanding of the barriers that families and students face accessing continued education and actively work to ensure that these barriers are overcome.

The Director reports to the President and works closely with the Principal. The Director and Assistant also work closely with the eighth grade teachers, development staff, and other faculty and staff. The Director and Assistant relate to students, graduates, high school and college personnel. Together, the Director and Assistant Director are responsible for all aspects of the Graduate Support Program. Specific responsibilities for each position will be determined during the hiring process, considering the experience and skills of the candidates.

Qualifications

Candidates for the Director must have a bachelor's degree in education, school counseling, or a related field and three years of related professional experience. A master's degree and teaching experience are preferred.

Candidates for the Assistant Director must have a bachelor's degree in a related field and two years of related experience.

The following list represents the abilities, knowledge, and skill desired for the position of Director and Assistant Director:

- Exceptional interpersonal and relationship-building skills
- Excellent written and verbal communication skills, organizational skills, and keen analytic skills
- Some knowledge of local high schools and their programs and the willingness to learn more about the admissions process, financial aid policies and procedures
- Experience in opening urban youth to challenging opportunities
- Patience and compassion in working with families and graduates
- Ability to work flexible hours including some evenings and weekends
- Ability to drive to meet graduates in the community and their high school
- Facility in data management and the organization of information
- Commitment to the mission of Sisters Academy

Summary of Responsibilities for the Office of Graduate Support

- Provide leadership, service, and coordination to ensure the effectiveness of the Graduate Support Program
- Serve as a member of the administrative and academic leadership teams

- Represent Sisters Academy Graduate Support in the NativityMiguel Coalition
- Lead all data collection and progress reports related to graduate services
- Work to engage alumnae in the mission of the school
- Coordinate communications with graduates
- Work with students and their families to support them through the process of applying to high schools that best fit each student
- Create a climate that supports a “college mindset” among students, graduates, and families
- Coordinate and implement supplemental programs and events for high school students as they prepare for college

About Sisters Academy of Baltimore

Sisters Academy is the only school of its kind in the Baltimore area: a private, faith-based, tuition-free middle school for girls from families of limited economic means. All students admitted to the school receive full scholarships. All (100%) of the graduates of the past four years are in high school and 90% of them are in private or selective public high schools. All (100%) of the graduates in our first ten classes have graduated from high school. 90% of our graduates from high school entered college. Founded in 2004, Sisters Academy of Baltimore is sponsored together by the School Sisters of Notre Dame, Sisters of Mercy, Sisters of Notre Dame de Namur, and Sisters of Bon Secours.

The philosophy and vision of Sisters Academy is built on the belief that a strong education at the middle school level can truly transform the life of a child. In the short-term, Sisters Academy enables girls to perform well in middle school, to develop leadership and social skills, and to gain admittance to excellent high schools. The long-term benefit will be a greater chance of succeeding in high school and college and living a full and productive life.

Mission

Sisters Academy of Baltimore, a faith-based community-centered middle school, educates girls of different races, ethnic groups, and religions from families of limited economic means, particularly those in southwest Baltimore. The Academy empowers its students to become agents of transformation in their families, communities, and society. Our vision is that our graduates will be well-educated, self-assured, spiritual, and committed young women who are so needed in our community, our nation, and our world.

For more information about Sisters Academy of Baltimore, visit <http://www.sistersacademy.org>

How To Apply

Interested candidates may apply by submitting the following materials:

- a cover letter presenting interest in and qualifications for the position
- a current resume
- the names and contact information of three references

Submit application materials electronically to:

Sister Delia Dowling, SSND, President
Sisters Academy of Baltimore
Phone: 410-242-1212

Send to ddowling@sistersacademy.org. For priority consideration, apply by August 10, 2021
Sisters Academy will continue to accept applications until the positions are filled.

Sisters Academy of Baltimore seeks to hire diverse employees with the experience, skills, and personality to help the school fulfill its mission. The school does not discriminate on the basis of race, color, national or ethnic origin, age, religion, disability, or any other class protected by law.