



<b>Position:</b>	Director of Student Services
<b>Reports to:</b>	Assistant Head of School: Academics
<b>Position Group:</b>	Faculty
<b>Teaching Accountability:</b>	Full-Time 1.0 FTE
<b>Term:</b>	Full Time (1.0 FTE) continuing after a successful probationary period

## Overview

Strathcona-Tweedsmuir School (STS) is a premier co-educational day school nestled in the Foothills of the Rocky Mountains just outside of the City of Calgary on a 220-acre campus. As an International Baccalaureate (IB) World School, STS offers all three IB Programmes from Kindergarten through to Grade 12.

In addition to the global perspective offered by the IB Diploma Programme, the School offers an extensive co-curricular program in a technology-rich environment. Students take advantage of the amazing natural setting including a small pond, forest, and extensive trail system to complement their academic learning.

STS combines the rich traditions from its 117 years of history with innovative and research-based instructional practices where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.

## Detailed Job Description

STS is seeking a Director of Student Services to lead a K-12 team of student support professionals, including Learning Strategists, Counsellors, Education Assistants and post-secondary Guidance Counsellors. As well, the successful candidate will assume a student counselling role (Grades 10-12) to support high school students in navigating their social/emotional lives in healthy and productive ways.

Working closely with Heads of each Division (Elementary School, Middle School and Senior School), the Director of Student Services collaborates to establish developmentally appropriate transition experiences for new and returning students progressing through the school's program of study.

A core focus for the Director of Student Services is ensuring that students develop an enduring sense of community and belonging. As an experienced educator, the Director of Student Services works collaboratively with K-12 faculty in ways that support teaching excellence and capacity-building. Understanding the essential role that parents play in partnership with the school, the successful candidate cultivates positive relationships with all members of the STS community in ways that promote student social/emotional health, well-being, and agency.



## Core Areas of Responsibility

- Lead, manage, and coordinate the support and other initiatives of the Student Success Centre.
- Ensure compliance with Alberta Education's and other regulatory bodies' regulations regarding counselling protocols, student records, and learning accommodations.
- Knowledge of current and emerging social-emotional issues affecting children and youth, and recommend research-based solutions.
- Coordinate with outside agencies as required with regard to student services and student support.
- Coordinate parent information speaker series that focuses on student support and student well-being issues.
- Represent department matters at the Academic Leadership Team (ALT) meetings.
- Use school-based data to proactively design and implement strategies, social supports, and behavioural interventions as warranted.
- Develop, oversee and ensure appropriate counselling and well-being programs that support positive relationships among and between students and student groups (e.g. anti-bullying programs, mental health, Diversity Week, Pink Shirt day, Physical Health Education, etc.) for Kindergarten to Grade 12.

## School Counsellor and/or School Psychologist Component:

- Counsel students on emotional, social, academic, and family issues, including mental health risk assessments and crisis intervention for students in Kindergarten to Grade 12.
- Collaborate with the Student Services team members to develop an innovative health and wellness program that informs, educates, and supports student emotional health and well-being.
- Work with faculty to implement and improve universal supports for student well-being.
- Communicate, when appropriate, with faculty and parents to support student well-being.
- Proactively identify areas of concern for students and develop strategies to improve student well-being.
- Develop an inviting and safe counselling space for all students.
- Communicate regularly and effectively with the Head of each Division to best support students.
- Ensure compliance with Alberta Education's regulations and with professional counselling standards.
- Other duties as assigned.

## Qualifications

- Minimum five years of leadership experience in a public or independent school.
- Bachelor degree in Education or Psychology, Master's degree is preferred or comparable/related experience.

## Professional Development

- Demonstrate a commitment to continuous learning and reflection to refine teaching practice.
- Engage in ongoing professional learning.



- Keep current on educational research about how students learn and factors that influence students' learning and achievement.
- Ensure that skill development and technology use by students keeps pace with changing needs at the post-secondary level to ensure that students are well prepared for the next stage of their learning.

## Application Instructions

Applications must contain a cover letter, your resume, teaching philosophy statement (limited to one page), the names and contact information for three work-related references (one of which must be a direct supervisor). Your references will not be contacted without your prior consent. Please submit your application via email to [careers@sts.ab.ca](mailto:careers@sts.ab.ca) with the position noted in the subject line.

**Please do not** send documents via OneDrive or other cloud-based services and please **do not** send letters of reference, evaluations, and/or transcripts unless asked to do so.

Applications will be reviewed as received and interested applicants are strongly encouraged to apply early as the position may be filled as soon as a qualified candidate is selected.

We thank all those who apply, but only those selected to participate in the next phase of our interview process will be contacted.

Strathcona-Tweedsmuir School provides a welcoming environment for all employees and encourages diversity among staff and students as part of our commitment to the Alberta Human Rights Act.