



monarch school
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Monarch School Project Director, Life Skills

Monarch School Overview

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with an accredited education, social emotional learning opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit Monarch School Project. For more information, please visit www.monarchschoools.org.

Position Summary

The Director, Life Skills is responsible for overseeing the Academic Intervention program, including academic Interventions and support for elementary, middle and high school students, Life Skills Programing, building and maintaining relationships with Monarch School teachers, staff, administrators and relevant community partners. The ultimate goal of this position is the successful engagement and enrichment of students during and after school, and the preparation of every student to gain 21st Century skills and abilities to be successful in their academic and professional careers.

Reporting Relationship

The Director, Life Skills reports to the Vice President, Programs, however the incumbent must be able to communicate with students, families, team members, teachers and school staff in an supportive, engaging way.

Supervisory Responsibilities

The incumbent in this position will have supervisory responsibilities. This position supervises the Life Skills Manager, the Academic Intervention Instructor team, and the College and Career Transition Coordinators.

Position Responsibilities

College and Career Team Responsibilities

- Collaborate with the Life Skills Manager to supervise and oversee all relevant programming and events for the Life Skills team
- Collaborate with the K-12 learning community/partners to create opportunities for students to lead and advance their personal and academic growth.
- Collect and review data to measure student growth, programmatic impact, and trends.

- Develop and implement strategies with the Life Skills team to increase participation in learning opportunities.
- Oversee special events associated with High School such as graduation events, Senior Grad night, College Field Trips, Scholarship Luncheon, etc.
- Oversee the college and career college readiness programming that begins as students enter the middle school program and extends post-graduation.

Academic Support Team Responsibilities

- Oversee and collaborate with the Life Skills Manager and the Academic Intervention Instructors, support them in building a school-wide academic support model including Saturday School, and before and after school opportunities that focus on strategies for success in the areas of literacy and mathematics, create safe spaces for learning.
- Strategize with the team on ways to collaborate with teachers, staff, and build meaningful relationships with student and families to find effective interventions, celebrate progress and put students first.
- Oversee the integration of Social Emotional Learning and competencies to teach and model self-awareness, self-management, social awareness, relationship skills and responsible decision making to students.
- Research and provides assessment tools to assist team to help guide instruction.
- Support the team by providing financial budget to support instructional materials and activities.

Education/Experience

- A Bachelor's degree from a four-year college/university is required.
- At least 3 years of professional experience at a youth development, educational, or other social service organization with supervisory responsibilities.
- Experience working with culturally diverse and low-income populations, with an awareness and sensitivity to diverse socio-economic challenges impacting unhoused students and families.
- Experience leading college transition programs is a plus.

Certificates and Licenses

- A valid teaching credential is preferred.
- A valid California driver's license is required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel or crouch.

Equal Opportunity Employment

Monarch Schools Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time, salaried (exempt) position, with a pay range of \$60,000 to \$72,500.

Application Process

Interested candidates should email a resume and cover letter with “Director, Life Skills” in the subject line to HR@monarchschoools.org. This position will close on September 30, 2021.