



## **Monarch School Project Director of Student Engagement**

### **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 up to 300 students daily with a WASC-accredited education, mental health support, social engagement 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 (MSP), a 501(3) corporation. For more information, please visit [www.monarchschoools.org](http://www.monarchschoools.org).

### **Position Summary**

The Director of Student Engagement is responsible for creating and maintaining a healthy environment for the engagement of K-12 students. This position reports directly to the Senior Director of Programs. The Director of Engagement will work closely with other MSP Directors to lead the Social Emotional Learning (SEL) team and collaborate with the K-12 learning community and partners to create opportunities for students to lead and advance their personal and academic growth.

### **Reporting Relationship**

The Director of Student Engagement reports directly to the Senior Director of Programs. The Director of Student Engagement will work closely with other MSP Directors to lead the Social Emotional Learning (SEL) team and collaborate with the K-12 learning community and partners to create opportunities for students to lead and advance their personal and academic growth.

### **Supervisory Responsibilities**

The incumbent in this position will supervise the managers and team members in the Health and Wellness, Athletics, and After-School programs, oversee the Garden and Nutrition program and other staff on the social emotional learning team.

### **Position Responsibilities and General Responsibilities**

The incumbent in this position will perform the following duties and responsibilities along with other duties that may be assigned:

### **Position Responsibilities**

- Execute an effective outreach and engagement strategy to implement interesting, innovative, creative programming that engages all K-12 students as well as promotes their personal development and social-emotional learning

- Supervise Student Engagement departments, including Health and Wellness (Athletics, Garden and Nutrition) and the After-School program and oversee relevant programming and events for students
- Coordinate opportunities for youth development and leadership, ensuring students will influence their own learning
- Promote and develop activities that celebrate diversity and inclusion
- Develop programming in collaboration with K-12 learning community, teachers, students, parents and stakeholders
- Track and assess student involvement to determine needs for program changes
- Cultivate partnerships to create learning experiences and youth development opportunities
- Regularly assess viability of school partnerships, growing or closing partnerships when needed
- Exemplify Monarch's Core Values of Community, Relationships, Strength and Healing
- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that "Students Come First" at all times
- Protect students' rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Support instructors to develop SEL curriculum, increase classroom management

### **General Responsibilities**

- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that "Students Come First" at all times
- Protect students' rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Participate in professional development
- Maintaining student records and files, with consistent and accurate reporting
- Operate equipment such as copy machines, computers and audiovisual equipment
- Performs other duties and projects as assigned

### **Education and 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 in working with culturally diverse and low-income populations, with an awareness and sensitivity to diverse socio-economic challenges impacting unhoused students and families

### **Preferred Skills**

- Strong organizational and project management skills, including the ability to juggle multiple workflows and easy adapt to shifting priorities in a fast-paced environment
- Ability to bring a collaborative spirit to internal and external partnerships
- Ability to adapt communications styles based on the priorities and needs of a given audience
- Ability to apply restorative justice protocols, strengths-based practices and trauma-informed care
- Data management and analytical skills
- Ability to thrive in an authentic, feedback-driven environment
- A willingness to commit Monarch's mission of creating safe spaces for students, building authentic relationships

## Certificates and Licenses

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

## COVID-19

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing [HR@monarchschoools.org](mailto:HR@monarchschoools.org) as soon as possible.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

## Equal Opportunity Employment:

Monarch School 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, salary position with pay starting at \$67,000.00 to \$72,500.00 per year.

**Competitive benefits package includes:** Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

## Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to [HR@monarchschoools.org](mailto:HR@monarchschoools.org) with “**Director of Student Engagement**” in the subject line. This position will remain open until filled.