



Freshman Connects Coordinator

PREAMBLE

Within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan, the Freshman Connects Coordinator (Coordinator) will support the holistic care and formation of freshman students.

The Coordinator is inspired at all times by the highest Ignatian ideal of *Ad Majorem Dei Gloriam* (For the Greater Glory of God). Within this context lies the Ignatian ideals of companionship and collegiality. This relationship was modeled by St. Ignatius and his early companions and strives to uphold the virtues of being people for and with others.

The Coordinator will be fully aware of the symbiotic relationship that exists between care and learning and the centrality of *cura personalis* in a Jesuit context. This role involves the formation and nurturing of the freshman grade level based on the values of love, compassion, justice and faith. It is expected that students feel a sense of belonging as they deepen their experiences through reflection in the Ignatian tradition.

ROLE PURPOSE

This role has been created to provide socio-emotional support for freshman students across all dimensions of their formation (academic, spiritual, social, and co-curricular) as they transition to high school. This is particularly important given the unknown impacts of Covid-19 on the development of young people, the increase in incidence of mental health issues in adolescence, and the range of contexts from which students will be joining the high school. This role will be charged with the responsibility of understanding these contexts and provide support and intervention as required to support faculty, as well as ensuring that the freshmen connect as a group as quickly and as seamlessly as possible.

LINE OF AUTHORITY

The position is directly responsible to the Supervisor of Learning Enhancement but will work closely with the Vice-Principal of Students, the Vice-Principal of Teaching & Learning, the Dean of Teaching & Learning, the Director of the Academic Resource Center, Director of the Guidance Department, guidance counselors, and Campus Ministry staff.

SPECIFIC RESPONSIBILITIES

The Coordinator will:

- support and contribute significantly to the quality of the school's provision of care for students in the freshman grade.
- under the *City Connects* model from Boston College, identify students in the freshman class with specific learning academic needs and provide individual support and intervention. This includes managing IEPs.
- be expected to challenge students to seek leadership opportunities as a way to be of service to others in the community, inspired by the example of Jesus Christ.
- take an active involvement in the care and wellbeing of each student through the exercise of *cura personalis*, and form strong relationships between students and their parents / guardians to support this involvement.
- liaise with guidance Counselors in relation to the wellbeing of students in the freshman grade.
- monitor student's academic progress and liaise with the Dean of Teaching & Learning and Vice-Principal of Teaching & Learning where appropriate.
- support in addressing discipline issues related to students in the freshman grade.
- refer students to guidance counsellors as appropriate.
- facilitate the transition of new students into the school.
- support all retreats and liturgies related to the freshman grade.
- contribute and lead grade level meetings and assemblies as required.
- maintain a presence in the school with freshman students, particularly before and after school.

Other Duties

The Principal or Supervisor of Learning Enhancement may allocate other duties in accordance with the school's needs and in keeping with the expertise of this position.

The nature of the position is such that the Coordinator is required to be available outside the "normal" office/school hours, to attend meetings and presentations whenever necessary and to represent the school as required.

SELECTION CRITERIA

- Proven capacity to lead in the context of educational communities.
- Ability to develop, cultivate and maintain professional relationships with staff, students and parents.
- Well-developed people management skills coupled with strong communication and interpersonal skills.
- Outstanding organizational and administrative skills.
- Qualifications and experience in the field of special education is strongly preferred.

Deadline for applications is Monday June 21st, 2021.

Applications should be addressed to the Principal, Mr. Adam Lewis.

Applications should include a cover letter and resume, and be sent care of Ms. Sue Glover; Manager, People and Culture, at sglover@bchigh.edu