



Our Sisters' School
145 Brownell Ave, New Bedford, MA 02740
508-994-1255
www.oursistersschool.org

Job Title: Director of Secondary Schools and Graduate Support
Status: Exempt, Salaried, Full-Time
Reports to: Head of School

Background Information about Our Sisters' School

Our mission, as an independent, tuition-free, non-sectarian middle school, is to educate and inspire girls from historically underserved communities in the New Bedford area. Depending completely on grants and private donations, Our Sisters' School empowers girls to step into the future with valuable life skills and a mindset of achievement and excellence by providing a safe, supportive, and academically challenging environment. OSS welcomes girls from diverse faiths, races, and cultures to our unique learning environment.

Position Summary:

The Director of Secondary Schools and Graduate Support is responsible for ensuring all OSS 8th graders are enrolled in a best-fit secondary school, as well as fostering graduate life as a natural extension of the OSS experience. The position also involves connecting all current OSS students with summer and holiday programming.

Preferred Qualifications:

- Bachelor's Degree preferred
- Min. two years experience working in non-profit organization or independent school setting preferred
- Well developed written and verbal communications
- Demonstrated success in developing and maintaining strong relationships and community partnerships
- Ability to work effectively with diverse populations and groups
- Strategic thinking and process analysis skills
- Knowledge and experience with the regional independent and public school communities preferred
- Proficiency with computers and software programs
- Organizational and project management skills, dependability, attention to detail, ability to organize and host events, and ability to function independently
- Availability to follow a flexible schedule
- Willingness to travel regionally

Expectations and Responsibilities:

- Responsible for facilitating the transition to secondary school for OSS students and families by creating relationships and sharing information with and between four primary populations: OSS students, their families, OSS staff, and admissions personnel at a variety of secondary schools, both public and independent.
 - Timely and frequent communication with admissions personnel at a variety of schools
 - Organize participation in secondary school fair(s) for OSS students
 - Meet with students and families to develop an understanding of the ideal placement for each student, work with families as necessary on secondary school visits, and accompany them when necessary
 - Support timely submission of student admissions applications, financial aid applications, and related documentation

- Ensure SSAT and interview preparation for OSS students
 - Facilitate the productivity of the Secondary School Committee by serving as the direct link between the committee, OSS staff, students and families, including activating the committee for support for student/parent essays and interviews
 - Teach 7th and 8th grade High School Readiness classes include but are not limited to résumé writing, SSAT prep and interview prep
 - Ensure OSS staff letters of recommendation are written, participate as needed
 - Coordinate with Academic Dean to plan the “calendar of tasks”
- Responsible for graduate coordination and support
 - Manage the graduate cell phone line
 - Develop and maintain a graduate support structure including mentoring, connections to resources, etc.; set and exceed challenging goals around graduate involvement
 - Ensure contact information for graduates is current in Gradelink and other necessary databases
 - Track and communicate with all OSS graduates to collect information regarding their progress, achievements, and challenges. Record and communicate those updates as needed.
 - Maintain contact with graduate families to ensure OSS is providing the best support possible
 - Facilitate the productivity of the Alumnae Committee by serving as the direct link between the committee, OSS and families, including activating the committee for any support needed in communications, publications, celebrations etc.
 - Engage graduates in giving back to OSS
 - Coordinate graduate engagement events throughout the year
 - Connect graduates with resources for college placement, financial aid opportunities, and other resources to foster secondary and post-secondary school success
 - Remain current on national trends and research regarding job placement, demographics, issues around race, class and gender; effectively communicate ideas to students and families and facilitate conversations among students and graduates alike

Other School Responsibilities:

- Provide assistance at school events and fundraisers
- Attend all meetings, trainings as assigned
- Other duties as assigned

Physical Demands:

- Working at OSS requires physical fitness: stairs, keeping up with a fast paced schedule, many hours standing, playing and interacting with children, etc.
- Bending and lifting are required as all staff assist with cleaning, moving boxes, furniture, books, etc.
- Mobility around an office: the ability to lift files, open filing cabinets and bend or stand as necessary
- Each employee is expected, as a condition of employment, to work in a safe manner. Employees are also expected to exercise maximum responsibility for the prevention of accidents and the safe use of equipment entrusted to their care.

Compensation:

- Salary commensurate with experience, education/certification and guidelines provided by OSS financial policies.
- Paid Time Off (PTO) in accordance with OSS personnel policies.

Send Cover Letter and Résumé to: Sarah Herman, Head of School, sherman@oursistersschool.org