



Christian Brothers High School

Job Description

Job Title: **High School Summer School Director**
Reports to: Principle
Status: Seasonal (January – July 2022)
FLSA Status: Exempt
Salary: Annual Stipend

The Mission of Christian Brothers

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

Summary of Position: Christian Brothers High School is seeking a student-centered, responsible, committed, and organized individual to further the mission of the school through the development and management of the high school summer school program for high school-aged students enrolled in 9th – 12th grades.

Essential Duties:

Climate and Community Relations:

1. Establish a positive and conducive summer school environment
2. Establish parameters to enforce student discipline
3. Engage in safe practices and procedures to ensure the safety of students and staff
4. Be responsive and provide follow-up to individual student, parent, and staff concerns
5. Provide recognition of student and staff accomplishments

Communication:

1. Develop and maintain an effective system of communication by preparing and distributing parent and staff bulletins, faculty meeting agendas, teacher orientation, and communications on a group or individual basis
2. Work with Educational Technology Specialist in implementing our LMS for summer school.
3. Work with registrar and AP in setting up PowerSchool
4. Communicate regularly with school administration
5. Effectively articulate program needs and expectations

Resource Management:

1. Develop and maintain a summer school budget under the Director of Finance
2. Manage the process of selecting, directing, motivating, supervising, and evaluating summer school faculty and staff under the Director of Human Resources
3. Develop a master schedule
4. Monitor classes for teacher coverage and request substitutes as necessary
5. Monitor accurate record-keeping of student attendance
6. Update summer school handbook in correlation with deans.

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7. Organize summer school course catalog
8. Organize adult supervision during summer school
9. Establish and update summer school booklist in coordination with Educational Technology Specialist
10. Uphold rules of the student handbook
11. Review teacher grade books

Curriculum and Program Development:

1. Implement and maintain a curriculum that effectively meets student needs;
2. Supervise course offerings to assure compliance with school standards

Student Assessment and Achievement:

1. Oversee the assessment and achievement of both behavioral and academic student progress

Qualifications Knowledge and Skills

1. Be self-motivated and self-disciplined
2. Have excellent organization and communication skills
3. Possess interpersonal and communication skills marked by the virtues of equity, inclusion, and respect.

Education and Experience

1. Possess a bachelor's degree in education or related field
2. Possess a minimum of three years experience in education (high school experience preferred)
3. Teaching credential or advanced degree preferred
4. Prior management or supervisory experience preferred

Physical Requirements

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
2. Ability to grasp, push, and/or pull objects
3. Ability to reach overhead
4. Ability to lift up to 25 lbs.
5. Ability to operate a computer
6. Ability to process written, visual, and/or verbal information
7. Ability to operate basic office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers

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High School will attempt to satisfy requests as long as the accommodation needed would not result in an undue hardship.

Please note: Proof of COVID-19 vaccinations will be required as a condition of employment for all CBHS faculty and staff

Interested individuals meeting the above qualifications should submit a resume and cover letter to hr@cbhs-sacramento.org by 4:00 p.m. on Friday, November 29, 2020.

This document in no way constitutes an offer of employment nor act as terms and conditions of employment.

Christian Brothers High School is an Equal Employment Opportunity Employer.
Minorities/Women/Veterans/People with Disabilities.

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