Southern Teachers is assisting in Collegiate School’s search for an Associate Director of Student Life to support the personal growth and development of Upper School students. By coordinating various student groups and collaborating to develop meaningful programming, the Associate Director will help build positive relationships with and among all students.

The Associate Director will assist the Director of Service Learning and Civic Engagement and the Upper School Service Council in providing a variety of volunteer opportunities for the Upper School community. He or she will help the Student Cooperative Association (SCA) coordinate its events and social activities, assist with freshman and new student orientation, and work with the Student Support Team to ensure student health and well-being. He or she will coordinate the Clubs Program, to include developing student leaders and selecting and supporting club sponsors; oversee traditions and annual events, such as dances, Special Olympics, Senior-Faculty Picnic, Baccalaureate, and Graduation; assist in the creation of new events and experiences; ensure chaperone coverage for all Upper School events; serve as the Upper School liaison between the school’s Communications Team and Development Office to ensure all constituencies are apprised of programs and activities; and direct the creation and printing of the Student Planner. The Associate Director will be fully involved in the life of the school by teaching one section and serving as an advisor and coach.

The ideal candidate is a positive leader who enthusiastically takes the initiative to develop programs affecting student life, leadership development, and culture; and a skilled relationship builder who seeks to understand and does not shy away from complex conversations. He or she has a demonstrated interest in working with teenagers, valuing diversity with a goal of ensuring belonging and inclusion are rooted in the day-to-day experiences of students and their families, and proven cross cultural competency skills demonstrating self-awareness, awareness of others, and the ability to adopt inclusive perspectives, attitudes, and behaviors. Strong organizational, facilitation, time management, and communication skills, including written communications and public speaking, are required. Candidates must demonstrate an enthusiasm for professional growth and a commitment to Collegiate School’s mission and core values which are honor, love of learning, excellence, respect, and community.

Collegiate School is a co-educational, independent day school for students in grades Junior Kindergarten through 12. For more than 100 years, Collegiate has nurtured inquisitive thinkers, responsible citizens, and compassionate leaders. Grounded in the values that have sustained it over the course of more than a century, Collegiate provides its 1,700 students with an engaging academic environment dedicated to preparing them for a globally connected and changing world.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2022.