



ST. JOHN'S PREP

Director of the Center for Learning and Academic Success

St. John's
Preparatory School
72 Spring Street
Danvers,
Massachusetts
01923

978 774 1050
978 774 5767 fax
www.stjohnsprep.org

St. John's Prep is a Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. The school seeks a mission centered professional to serve as the Director of the Center for Learning and Academic Success. The Director oversees the development and daily operation of the center, which serves students and their families in grades 6 through 12. The Director reports directly to the Principal/Associate Head of School and will serve as a member of the Academic Council. This is a full-time, 12-month staff position.

Specifically, the Director of the Center for Learning and Academic Success (CLAS) will:

- In consultation with the Principal/Associate Head of School, plan, organize, direct, and assess all activities for the CLAS.
- Partner with the Director of School Counseling to ensure that student referrals to the center are as seamless as possible.
- Work collegially with school counselors to support students and their families who access CLAS services.
- Support students and their families (educate students and parents about the process and results, seek teacher input, communicate with the school district or independent evaluator, attend team meetings, interpret test results) as they enter into the educational assessment process through their local school district or an independent evaluator.
- Oversee the development, implementation and assessment of student success plans.
- Support faculty and staff with implementation strategies for student success plans.
- Manage CLAS staff; provide formative and summative feedback.
- Collaborate with members of the Principal's Leadership Team and Academic Council on school-wide instructional leadership issues.
- Collaborate with school leadership to provide school-wide parent education on issues pertaining to student learning.
- Develop and implement, in conjunction with faculty and staff, an essential learning skills workshop series for interested students.
- Plan and implement professional learning opportunities for faculty and staff.
- Work with the Assistant Head of School for Finance/CFO~COO and the Principal/Associate Head of School to develop and oversee budget for the CLAS.
- Model a commitment to continuous learning and professional growth.
- Relate to and communicate effectively with students, parents, faculty, staff and the School administration.
- Demonstrate a commitment to Xaverian Brothers Sponsored School education and the core values of trust, zeal, simplicity, compassion and humility.
- Perform other duties as assigned by the Principal/Associate Head of School.

More information about the Center for Learning and Student Success can be found [here](#). The center is located in the Student Leadership and Learning Commons in the A. E. Studzinski Library on the Prep campus. This area is also home to the Office for Student Life, the Office for Multicultural Affairs and Community Development, the Center for Teaching and Learning, and the Information Services Department.

An ideal candidate brings a sense of joy and humor to her/his work, a collaborative style of leadership, and a student-centered approach grounded in a holistic understanding of student learning and wellness. Candidates should have both leadership and teaching experience within programs similar to the Center for Learning and Academic Success. An advanced degree in education and/or leadership with credentials as a learning specialist is required.

St. John's Prep is committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.

Interested candidates are asked to email a letter of interest, résumé, statement of educational philosophy and academic transcripts to Traci Schaeublin, Director of Human Resources, at tschaeublin@stjohnsprep.org by March 12, 2021. Please, no phone calls.

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