



Job Description

Position: Part-Time Student Life Assistant (PT SLA)

Department: Student Life

Report To: Overnight and Morning Program Manager; Director of Student Life

About SEED

The mission of SEED Schools is to provide students with a rigorous, college preparatory, boarding school that prepares them for success in college and careers.

The SEED Public Charter School of Washington D.C. (SEED DC) opened in 1998 as the nation's first urban public college preparatory boarding school. SEED DC empowers roughly 250 students in Grades 9-12 to achieve their full potential through our 24-hour learning environment. All SEED students live on campus from Sunday evening through Friday afternoon.

Our innovative model integrates a rigorous academic program with a nurturing boarding program that develops the whole child. This boarding school model provides a comprehensive solution to the challenges facing urban youth and serves as a prototype for expansion nationwide. Our model has proven successful: over 90 percent of SEED graduates have been accepted to four-year colleges and universities throughout the country and over 60 percent remain enrolled in college or have already earned college degrees.

More information can be found on the school's website: www.seedschooldc.org

Summary

The Part Time Student Life Assistant (PTSLA) position, in the Student Life Program, works in collaboratively with the Overnight and Morning Student Life Assistant, under the supervision of the Overnight and Morning Program Manager, during morning shifts, to provide support to colleagues and guidance to students during morning routines. This position is in place to create and maintain a safe residence hall environment in which students can learn and grow while modeling, guiding, and teaching students social, self-help, and lifelong learning skills.

The Part-Time Student Life Assistant monitors students during either the morning hours prior to the start of the school day during morning programming or routines from 5:00 am to 9:00 am on site based on the reopening plan. An alternative schedule is offered during remote learning, which will be assigned by management.

Essential Duties and Responsibilities

- Oversees and/or provides structure and expectations for morning routines, which could include but not limited:



- o Wake up
 - - o Chores
 - o Preparation for the school day (morning hygiene routines)
 - o Morning activities
 - o Breakfast
 - o Transition to classes
- Nurtures each student entrusted to their care consistent with the Student Life Program by:
- o Escorting scholars to Wellness Suite, dining hall, etc.
 - - o Attending to students' personal safety by being aware of student location, being aware of and attentive to warning signs of emotional distress, and supporting overall campus supervision
 - o Making decisions based on the best interest of students
- Builds and fosters positive relationships with all stakeholders (students, staff, families):
 - o Displaying appropriate role modeling
 - o Respecting and appreciating diversity
 - o Listening actively to students' thoughts, feelings, concerns, and problems and counseling when appropriate
 - o Utilizing active listening, pro-active teaching, corrective teaching, and self-awareness
 - o Effectively utilizing appropriate skills to prevent and/or de-escalate intense situations while maintaining the dignity and respect of the student
 - o Communicating with families on a regular basis
- Supports academic programming and student leisure and recreational activities by:
 - o Supporting and supervising scholars in any morning academic interventions
 - o Provide supervision/chaperoning for any field trips that may occur during morning activities



- Submits all required documentation in a timely manner

Qualifications

- Associates Degree or equivalent, in social sciences or related field
- 1-2 years of direct experience in adolescent development, residential/boarding education, counseling, activities coordination, or related fields
- Must have a professional, cooperative, and positive attitude toward students, parents, staff and other constituencies of the school
- Ability to effectively communicate at every level (students, parents, administration, and staff)
- Supports and encourages the overall school environment which promotes personal and professional growth and development
- A commitment to the shared vision and mission of the school
- Essential Experience, Skills, and Competencies:
 - Bachelors' Degree or equivalent, in social sciences or related field
 - 2-3 years of direct experience in adolescent development, residential/boarding education, counseling, activities coordination or related fields.

Additional Requirements

- A commitment to SEED's mission and the belief that with the right resources any child can attend college and achieve his or her dreams
 - An ability to build and maintain a strong, positive student life culture based on the SEED core values
 - A relentless focus on positive culture and academic achievement for all students
 - Possess personal integrity and a strong moral and ethical character - you will be a role model for students and adults
 - A belief in high standards, accountability for all and continuous improvement
 - A goal-setter with boundless energy who goes "above and beyond" what is expected
- Evening Student Life Assistant - \$34,000



- Completion of required daily and weekly deliverables as outlined and discussed with the Overnight and Morning Program Manager, the Director of Student Life, and/or the Head of School
- Demonstrated poise, tact, and diplomacy
- Approachable, accessible, and highly visible
- A positive and enthusiastic consensus-builder
- A good listener
- A secure sense of self that results in steady leadership
- Reflective and thoughtful
- Other duties as required or assigned by the Director of Student Life or the Head of School

ADA Specifications

This position will be based at The SEED Public Charter School of Washington, DC. While performing the duties of this job, the employee is regularly required to move about the building. The employee is regularly required to speak audibly, see, listen actively, and use hands to handle objects while performing the duties of this job. This position requires the ability to use

standard office equipment such as computers, phones, and filing cabinets. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

If you are interested in joining The SEED Public Charter School of Washington, D.C., we would like to hear from you. To be considered, you must forward a letter of interest and a resume including salary expectations.

The SEED Public Charter School of Washington, D.C. is committed to the letter and spirit of equality. It does not discriminate on the basis of race, color, religion, gender, sexual orientation, or national and ethnic origin in hiring and employment, nor in the administration of its educational policies, admissions policies, scholarship, and other programs.

This position description may not describe all duties, responsibilities and skills associated with this position. It is intended to portray the major aspects of the job and is not meant to be all inclusive. Other duties or skills may be required.

Part-time Morning Student Life Assistant - \$20 per hour

***NOTE: On Sept. 20, 2021, Mayor Muriel Bowser signed [Mayor's Order 2021-109](#) requiring that by Nov. 1, 2021 all adults who are regularly in schools and child care**



facilities in the District must have received a full course of vaccination against COVID-19. A full course of vaccination means an individual must have received the second dose of a 2-dose series, or one dose of a single-dose series effective Nov. 1, 2021. This Order does not permit a test-out option for individuals unless they have been granted a medical or religious exemption. For more information, please contact the Human Resources Manager