**About SEED**

As the first public, college-preparatory boarding schools in the U.S., SEED’s mission and approach to education are unique. SEED schools are tuition-free and, by design, serve traditionally underserved students. Our schools and graduates are supported by [The SEED Foundation](http://www.seedfoundation.com/). The SEED Foundation provides programmatic and operating support to SEED schools in Washington, D.C., Baltimore, and Miami. The SEED Foundation’s [College Transition & Success](https://www.seedfoundation.com/collegesuccess/) (CTS) team provides intensive, individualized support to each SEED graduate from their junior year of high school through their college graduation. The success of the SEED model has been showcased in [media outlets and publications](https://www.seedfoundation.com/seed-in-the-news) such as *60 Minutes*, *The New York Times*, *The Washington Post,* and in the documentary film [*Waiting for “Superman*](http://www.seedfoundation.com/index.php/seed-featured-in-waiting-for-superman-award-winning-documentary-film-about-education-reform)*.”* President Barack Obama has hailed SEED as “a true success story.” For more information, please visit [www.seedfoundation.com](http://www.seedfoundation.com).

**The SEED School of Washington, DC**

The SEED Public Charter School of Washington, D.C. (SEED DC) is the nation’s first college-preparatory, public boarding school. SEED DC’s mission is to provide an outstanding, intensive educational program that prepares children, both academically and socially, for success in college and beyond. SEED DC opened in 1998 and currently serves more than 350 students in middle school and high school. As a boarding school, SEED DC has a unique opportunity to foster learning opportunities in the day and evening through its: (1) rigorous college preparatory curriculum which incorporates the appropriate mix of content areas, deep development of writing and critical thinking skills so that students are prepared for college level coursework, (2) comprehensive Student Life program which provides academic support to students through structured study halls and homework centers; extracurricular activities such as dance, chess, robotics, theater and athletics; and life skills instruction through the HALLS (Habits for Achieving Life-Long Success) curriculum, and (3) wide range of external opportunities such as international trips, internships and community service learning projects so that our students feel greater satisfaction and are better positioned for success in college.

**Position Overview**

We are currently seeking Part-Time Student Life Assistants for 2019 – 2020 school year to work collaboratively with the Overnight/Morning Student Life Assistant (OMSLA) and Student Life Counselors (SLCs) for morning shifts OR the Student Life Counselors (SLC) and Student Life Cohort Lead during the evening shift. 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 OR provides evening support to Student Life Counselors during the hours that occur after school.

**Essential functions and responsibilities include but are not limited to the following:**

* Oversees and/or provides structure and expectations for morning routines, which could include but not limited:
	+ Wake up
	+ Chores
	+ Preparation for the school day (morning hygiene routines)
	+ Morning activities
	+ Breakfast
	+ Transition to classes
* Nurtures each student entrusted to their care consistent with the Student Life Program by:
	+ Assisting in the dormitory and providing coverage for breaks, absences, etc. (evening)
	+ Escorting scholars to Wellness Suite, dining hall, etc. (morning/evening)
	+ 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 (morning/evening)
	+ Making decisions based on the best interest of students (morning/evening)
* Builds and fosters positive relationships with all stakeholders (students, staff, families):
	+ Displaying appropriate role modeling
	+ Respecting and appreciating diversity
	+ Listening actively to students’ thoughts, feelings, concerns, and problems and counseling when appropriate
	+ Utilizing active listening, pro-active teaching, corrective teaching, and self-awareness
	+ Effectively utilizing appropriate skills to prevent and/or de-escalate intense situations while maintaining the dignity and respect of the student
	+ Communicating with families on a regular basis (morning)
* Supports academic programming and student leisure and recreational activities by:
	+ Supporting and supervising scholars in Study Zone and during interventions (evening)
	+ Assisting with transportation for exposure/field trips (morning/evening)
* Submits all required documentation in a timely manner (morning/evening)

**Qualifications:**

* Associates Degree or equivalent, in social sciences or related field.
* 1-2 years 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 direct experience in adolescent development, residential/boarding education, counseling, activities coordination or related fields.

**A SEED Employee:**

* Is committed to SEED’s mission and its beliefs;
* Thinks strategically in aligning one’s own work streams to the larger organizational mission;
* Possesses exceptional interpersonal skills, with creative and positive energy for working with youth;
* Behaves professionally in a fast-paced environment and with a variety of constituents;
* Works independently as well as collaboratively with a team while managing multiple tasks.

**To apply for the Part Time Student Life Assistant position at SEED DC:**

Please forward your resume and cover letter, *including salary expectations,* to resumes@seeddc.org with “**SEED DC – Part Time Student Life Assistant position**” in the subject line.

*NOTE: Applicants will not be considered without including a resume, cover letter and salary expectations.*

*SEED 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.*