



## Job Description

### **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](http://www.seedschooldc.org)

### **Position:**

Student Life Assistant (SLA - Evening)

### **Department:**

Student Life

### **Reports To:**

Student Life Coordinator; Director of Student Life

### **Summary:**

The primary purpose of the Student Life Assistant is to work directly with Student Life Counselors, the Student Life Coordinator, the Director of Student Life and other staff to support the routines and expectations for the grade level/floor for which they are assigned. 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. SLA's work 3pm – 12am on site based on the reopening plan.

An alternative schedule is offered during remote learning, which will be assigned by management.



## **Essential Duties:**

- Nurtures each student entrusted to their care consistent with the Student Life Program and the support being provided to a Student Life Counselor or grade level 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
  - o Assisting the Student Life Counselor in communicating with the family regarding youth progress, accomplishments, growth areas, and concerns about the student
- 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
- Assist in the teaching of social, self-help, lifelong learning, and basic life skills and facilitates youth leisure and recreational activities:
  - o Providing opportunities for youth to practice/demonstrate learned skills including manners, conflict resolution, cooperation and teamwork and teaching
  - o Assist in the planning and leading youth on educational and/or recreational trips and/or activities and facilitating clubs and activities
  - o Lead spark programming activities as designated by Student Life



Coordinator and student interest o Implement best practices in youth development addressing student needs, opportunities, and supports

- Supports Student Life programming by:
  - Supporting and supervising scholars in the absence of other Student Life staff, scheduled breaks, or other occurrences on campus
  - Provide supervision/chaperoning for field trips that may occur during the shift
  - Provide additional assistance and support as needed

### **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
- 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

### **Working Conditions**

The work involves everyday risks and discomforts, which require normal safety precautions typical of such places as classrooms, offices, meeting, and training rooms, etc. The work area is adequately lighted, heated, and ventilated. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 exhaustive. Other duties or skills may be required.

### **Evening Student Life Assistant Annual Salary \$34,000**

*The SEED Public Charter School of Washington, DC 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.*



**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. More information can be found [here](#).**