



Title: Junior High Director of Student Life (JHSLD)
Reports to: Upper School Principal
FLSA Status: Exempt
Date Created: 2022
Parameters of Employment: 10-month, 20% FTE for the 2022-2023 school year
Employment Status: Salary Exempt, at-will

Position Overview:

The Junior High School Student Life Director (JHSLD) is expected to faithfully employ his/her God-given gifts (i.e. Romans 12:7) to contribute to the mission of Calvin Christian School:

The mission of Calvin Christian School, in cooperation with the home and church, is to teach the whole child from a biblical worldview, founded in the Reformation, providing children from Christian families with an excellent education for a life of Christ-centered service.

The JH Director of Student Life position is a unique role on campus. We are looking for a creative, talented and energetic person who senses a call by their Lord & Savior Jesus Christ to serve in this role where he/she will advise and shepherd the junior high school student leaders (called *Team411* after 1 John 4:11) as they seek to foster a vibrant, God-honoring, fun and meaningful student culture. The successful candidate will be able to articulate a vision of how he/she would thrive in this role explained in the full job description below.

To begin the application process, please complete the following steps before the application deadline of Friday, July 22, 2022:

1. On-line [General Employment Application](#),
2. E-mail the following **required documentation** to hr@calvinchristian.school :
 - a. Cover Letter
 - b. Résumé

- c. Written statement of philosophy of Christian Education (with emphasis on student ministry)
- d. 3-4 letters of recommendation (one from a pastor who knows your faith and at least one from a trusted authority who could attest to your work and calling as a classroom teacher)
- e. Official or unofficial copy of all college transcripts

Salary Range: \$41,000 - \$70,000 (@ 20%)

Benefits Offered: none -- benefits begin at 80% positions and above

Other benefits: Teachers are expected to enroll their school-age children at Calvin Christian School, as such there is generous tuition support.

Spiritual Requirements:

- As a Christian School, we require our employees to be a professing believer and follower of Jesus Christ as his/her Lord and Savior.
- Per Calvin's mission (and constitution), teachers are expected to be members in good standing at a confessionally reformed church (e.g. URC, CRC, PCA, RCA, OPC) and in-line with Calvin Christian School's Mission Statement, Statement of Faith and school biblical ethics policies.

Required Qualifications:

- Bachelor's degree
- Relevant experience working with youth
- Computer proficiency skills
- Must be authorized to work in the U.S.
- Desire to live and work in [North County San Diego, CA](#)

Preferred Qualifications:

- 3-5 years experience working with youth where events and activities are planned and carried out and proficient management of groups was learned

Full Junior High School Director of Student Life Job Description:

The primary responsibility of the JH Director of Student Life (JHDSL) in the Junior High School is to develop, refresh and maintain an ever-current set of metrics to assess the health of vibrant student life across all aspects of the overall JH experience for students. These metrics will come from being engaged in healthy, constructive relationships with students (and staff), helping students achieve

their goals for building a joyful, constructive campus ethos.

The JH Director of Student Life:

1. Manages the process to establish the annual JH student council (*Team 411*) and then works directly with the JH student leadership council weekly, patiently teaching them the skills of working together and making decisions as a leadership team.
2. Oversees the planning of and helping student leaders take a leading role in the "JH Monday Rally:"
 - a. The definition of the JH Monday Rally is a weekly event that takes place right after the 1st academic block for all of the JH students to gather corporately to have a devotion to start the new week, provide key announcements for the week and then engage students in an active game.
3. Oversee and manage all of the JH Clubs
4. Organize, manage, communicate all details regarding JH Retreat in the Spring
5. Oversee planning of and help student leaders run fun socials & activities (e.g. JH Drive-In Movie Night in cars made out of cardboard, or special field trips, etc)
6. Oversee structure and function of JH homeroom time (e.g. celebration of birthdays, dress-up days, etc)

The successful candidate for the JHDSL role will be highly organized and an excellent communicator between students, faculty and admin as well as parents.

The JHDSL will be part of the upper school faculty team, working closely with the HS Student Life Director and upper school principal. As such, the JHDSL is expected to work in-line with the following CCS faculty job description:

- Annual curriculum and lesson planning
- Developmentally appropriate, creative and efficacious pedagogy
- Subject-matter mastery
- Positive, fun-loving, Christ-centered classroom culture builder (rf Gal 5:22ff) and mentor (rf 1 Corinthians 4:14-21)
- Skilled with collecting multiple data points that serve as robust evidence of student learning

- Professionalism -- decorum and a sincere learner (e.g. personal educational growth goals in line with maturing as a dynamic educator in a “whole-child” liberal arts educational community); constructive, thoughtful and loving colleague; contemplative and charitable in conversation.
- Yearning for growth and maturity in Christian faith and living the Christian life (e.g. Living Romans 12 -- personal habits of daily devotion, prayer, Scripture memorization and reflection)

Physical Demands:

The working conditions and physical demands of this position will be those that must be met to successfully perform the essential duties of the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The physical environment the incumbent will work in is typically a school environment with moderate noise levels that would be expected in that type of work environment. Outdoor and indoor supervision of playgrounds / workplace for on-going periods occurs regularly. Lift and carry at least 45 lbs or more. The individual must be able to work with children at their eye level and always maintain visual supervision of children, as well as hear, communicate, and comprehend effectively with children, staff, and parents. The individual also must be able to walk, sit, kneel, crawl, carry, push, pull and participate in activities indoors and outdoors as needed in an environment with children and adults.

Required Documents for Employment:

- Complete applications documents (see above)
- Must be in good standing with the law as well as current and/or past schools/organizations
- Valid, negative TB test result (4 years)
- LiveScan (fingerprinting); FBI and DOJ clearance to work in an educational setting



*“Inviting students to be formed by God’s Love in Christ,
for a life of wonder, worship, work and wisdom.”*

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