Summary

St. Margaret’s School is seeking a dynamic individual to be our Student Life Coordinator. The Student Life Coordinator will foster community and build relationships between students and staff across all school areas. They will provide strong educational, social and leadership development to enhance student experience, with a focus on building capacity and developing a vibrant, inclusive and involved student body. Further, the Student Life Coordinator will maintain a visible presence on campus; serve as a role model and facilitator for students; promote student and organizational excellence and best practices; and advocate on behalf of students.

Ideally, the Student Life Coordinator is a teacher with broad experience within the school setting. They will have excellent collaboration and communication (written and verbal) skills, as they need to work collaboratively with staff, parents and students at all age levels. This person would work closely with the Principals and will sit on the Instructional Leadership Team.

Job Duties

- Foster the cognitive, social, and emotional growth of girls
- Set an inspiring, supportive learning environment to encourage every student in reaching her potential
- Guide students in the development of their own authentic voice
- Build relationships of trust and mentorship with students
- Provide strategic support and direction to student-led groups to help facilitate a vibrant student body
- Ensure clear understanding and promotion of student life in the community
- Promote Student Life through contribution to school publications, including the website and social media feeds
- Support the Advisory Program in the Senior Years
- Support the development of a scope and sequence for a social-emotional curriculum in the Middle Years
• Provide oversight, plan, direct and execute major large-scale student events and special projects including (Spirit Days, Assemblies, Parent Information Sessions)
• Support the development of Student Council in the Middle and Senior Years
• Collaborate with Principals and the Director of Residence to build community and connections across the school
• Participate in school functions including Meet the Teacher Evening, Parent-Teacher Interviews, Student-led Conferences and Open Houses.
• Attend meetings with parents and colleagues to support the needs of the students
• Work collaboratively with the team of teachers, ELL Coordinator, Learning Support Coordinator and Academic Advisor
• Participate as a member of the Instructional Leadership Team
• Attend regular staff meetings and school-required events
• Participate in the extra-curricular life of the school

Qualities and Characteristics

• Visionary and innovator
• Self-starter and can work independently
• Passion for teaching and learning
• Excellent interpersonal skills
• Ability to accept and integrate feedback into practice
• Proven ability to work collaboratively as part of a team
• Patience, flexibility, creativity, curiosity, enthusiasm, optimism
• Proactive - able to anticipate issues and manage unanticipated events or challenges

Requirements and Qualifications

• Hold a current and valid BC Teacher certification through the Teacher Regulation Branch
• Superior communication, organizational, facilitation, and interpersonal skills in working with colleagues, students and parents
• Ability to engage faculty/staff in supporting and facilitating student leadership and events
• Possess a student-centered philosophy and approach to work
• Understand and maintain confidentiality
• Willingness to participate in and lead school-wide professional learning opportunities
• Actively support the vision, mission and values of our School
• Demonstrate an understanding and appreciation for all-girls education

Interested candidates are invited to submit an application package, which includes a covering letter, curriculum vitae and professional references, quoting the Posting number #2021007 in the subject line of your email to: careers@stmarg.ca

Human Resources
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