



Central Catholic High School

Director of Family Support Services

Central Catholic is seeking a Director of Family Support beginning with the 2021-22 school year.

Job Description:

The Director of Family Support Services is a vital member of the Central Catholic High School administrative team whose primary responsibility is to serve as an outreach person to families and students in order to assist them in attaining the maximum benefit from Central Catholic High School. These efforts should provide the school with a better understanding of the student, his social supports, foster positive family-school relationships and aid the student and school in returning to its normal routines. As a person of faith, the candidate must be open to deepening his commitment to the Catholic and Lasallian mission of the school through the various aspects of student life. Every aspect of the activities undertaken will be carried out in a professional, objective manner that is in keeping with the mission and philosophy of Central Catholic High School as well as the ethics appropriate to the counseling profession.

Reports to the Assistant Principal for Student Affairs

Requirements:

- Commitment to the principles of Lasallian education
- Strong verbal and written communication skills
- Ability to speak before large and small groups
- Possess strong interpersonal skills to work one on one with students, parents and staff
- Knowledge of adolescent male development
- Ability to work as part of the administrative team and with the counseling team
- Willingness to participate in Lasallian Formation Programs
- Trained in or willingness to participate in Student Assistance Program (SAP) Training
- Counseling, Social Worker (with Mental Health background) or willingness to be educated in said field.

Essential Job Functions:

Regular Duties and Responsibilities:

- Assist in the development and effective implementation of strategies designed to foster the Catholic and Lasallian values of Central Catholic High School that are student focused.
- Meet the student(s) where they are to learn of his (their) understanding for the referral.
- Schedule family visits. This may take place either at the home or in the school in order to assess family dynamics as well as to take note of the social environment in which the student lives.

- Prepare an assessment for each referral that will identify conditions that could be responsible for the student's poor adjustment through the identification of areas in need of change and to elicit family and student support for the changes to be recommended in the form of a treatment plan.
- Communicate treatment plan to the Assistant Principal for Student Affairs and those other school personnel who have need of such information.
- Serve as the referral agent for families to gain access to other agencies or services for which they are in need in the community.
- Encourage students and families participation in school-related activities and engage with parent groups in our school community.
- Enhance communication in the school community among school staff, students and families.
- Coordinate the Student Support Team with the Assistant Principal for Student Affairs and Head of the Counseling Department.
- Meet regularly with Assistant Principal for Student Affairs and the Dean of Students to assess student services and procedures.
- Meet regularly with Counseling Department staff to assess student services and needs.
- Support the student transfer process by conducting an exit interview, tracking retention and attrition rates and reporting that information to the Principal and Assistant Principal for Student Affairs.
- Conduct small groups with students, which are *Task/Work group* and/or *Psychoeducational group* oriented that focus on the needs of the school community.
- Support students with conflict resolution, safety assessments, attendance, behavioral and substance abuse agreements.
- Coordinate and support in conjunction with Dean of Discipline the school Wellness Program, in particular the Mandatory Random Drug Testing program.
- Gather data and information from student surveys (i.e. PA Youth Survey).
- Direct, coordinate and report on the Good Shepherd Fund and St. Christopher Fund.
- Assess the various needs of the most vulnerable in our community and utilize the resources as appropriate in coordination with Principal or Assistant Principal of Student Affairs.
- Coordinate with school counselor's crisis management plans for prevention, intervention and postvention and maintain best practices in regards to crisis management.
- Assist administrative and school staff in emergency planning.

Expectations and Responsibilities:

- *Attendance and support at freshman orientation days.*
- *Attendance at school in service days and support mental health training days.*
- *Provide staff and faculty training of Student Assistance Program on a yearly basis.*
- *Speak to freshman about mental health, family life, substance misuse, and/or socialization during freshman induction week.*
- *Provide support to students during retreat days, such as class retreats, Kairos retreats.*
- *Attendance at in-school assemblies to support the administrative staff with the student body.*
- *Attendance in continuing education training in regards to crisis management, mental health, social work, prevention and/or adolescent development.*

About Central Catholic:

Central Catholic High School, a college preparatory Catholic School for boys, is guided by the educational principles of Saint John Baptist de La Salle. The school strives to provide a challenging, relevant, and diverse program of studies and extracurricular activities in an environment that fosters a life of faith and scholarship and develops leaders rooted in the Gospel values of integrity, respect, services, justice and peace. www.centralcatholicshs.com

Interested candidates should submit a letter of interest and an updated curriculum vitae by July 12th, 2021 to:

Mr. Jim Donahue
Assistant Principal of Student Affairs
Central Catholic High School
4720 Fifth Avenue
Pittsburgh, PA 15213
jdonahue@centralcatholicshs.com