

Director of 7th and 8th Grade

The Director of 7th and 8th Grade at Fontbonne is responsible for fostering a positive school environment that aligns with the charism of the Sisters of St. Joseph and the mission of Fontbonne Academy. This position supports students' academic, social, and behavioral growth through community-building activities, student mentorship, and comprehensive student services.

Core Responsibilities:

Mission and Values

- Embrace and uphold the mission of Fontbonne Academy, the Sisters of St. Joseph's charism, and the Fontbonne Employee Handbook.
- Educate students on the importance of the school's 4Rs (Respect, Responsibility, Reconciliation, and Reverence) through proactive programming and guidance.

Student Discipline and Support

- Implement and oversee fair, consistent disciplinary policies for 7th- and 8th-graders to support positive behavior and school expectations.
- Provide/Coordinate counseling, conflict mediation, and support, fostering reconciliation and understanding among students
- Partner with teachers, counselors, and parents to address behavioral concerns and guide students toward positive choices.

Academic and Social-Emotional Support

- Collaborate with the school counseling office to address students' academic and social-emotional needs.
- Partner with the Assistant Head of School on responsibilities for 7th and 8th-grade Homeroom Teachers.
- Communicate with the Dean of Academics and the Director of School Counseling on extended absence plans if a child needs one.

Community Building and Student Engagement

- Plan and implement 7th-grade orientation, onboarding, and community-building activities.
- Support the mentoring programs and opportunities for student involvement in clubs and sports.
- Plan and oversee service opportunities for the 7th and 8th grades
- Coordinate with the 7th/8th grade teachers end-of-year events, including awards or moving-up ceremonies, to celebrate student achievements.

Student and Family Outreach

- Act as the primary point of contact for 7th and 8th-grade parents, helping them integrate into the school community.
- Collaborate with the Director of Admission to market the 7th and 8th-grade programs effectively.

- Partner with the Director of Marketing & Communications to promote program activities and successes.

Administrative and Operational Duties

- Oversee planning and execution of all 7th and 8th-grade field trips in collaboration with homeroom teachers.
- Administer and evaluate MAP testing, ensuring student performance data is utilized effectively, and Department Chairpersons receive this data.
- Work with the Assistant Head of School to evaluate and improve student programming, aligning it with Fontbonne's academic standards and mission.
- Attend cycle chair meetings
- Oversee the onboarding process for 7th/8th-grade transfers, coordinating course placements with department chairs and supporting new students in their transition.

Fontbonne Foundations Program

- Lead the Fontbonne Foundations class, introducing 7th and 8th-grade students to the core values of respect, responsibility, reconciliation, and reverence.
- Foster students' personal growth, leadership, and community-building skills to guide them toward academic and emotional success.
- In collaboration with Mission and Ministry, Facilitate the "Sister Story" program, where each student shares a personal story that helps build writing, public speaking, and empathy skills, while deepening relationships among classmates.
- Oversee service projects for each grade, organized to benefit the Dear Neighbors in the spirit of the Sisters of St. Joseph, reinforcing students' sense of community and service. Ensure communication with the Dean of Mission Integration.

Supervision of Wisdom and Grace Mentorship Program

- Collaborate with the coordinator of the "Wisdom and Grace" mentorship program, which pairs 9th-grade mentors with 7th-grade mentees.
- Provide training and ongoing support to 9th-grade mentors as they guide, encourage, and build relationships with their 7th-grade mentees.
- Facilitate mentorship sessions to help 7th graders navigate their middle school journey, fostering a nurturing, supportive school community.