



Sacred Heart Nativity Schools

DIRECTOR OF CURA PERSONALIS

ABOUT US

Sacred Heart Nativity Schools provide a transformative middle school education to low-income youth in San Jose. Nativity is a Jesuit, faith-based middle school located in the Washington/Guadalupe neighborhood and provides a holistic education that supports the growth and development of a child intellectually, spiritually, physically, and emotionally. Nativity consists of two middle schools: Sacred Heart Nativity School for Boys (established in 2001) and Our Lady of Grace Nativity School for Girls (established 2006). Our mission and the entire program are for the purpose of *breaking the cycle of poverty through education*.

ESSENTIAL JOB FUNCTIONS

The Director of Cura Personalis (care of the whole person) is committed to ensuring that all students, alumni, families, staff, and volunteers are treated with respect as valued members of our community. The director will work in partnership with our principal to promote and grow a sense of kinship and belonging here at Nativity.

Duties include but are not limited to:

Parent Engagement

- Coordinate fundraising opportunities for students and families for the Nativity Community Fund.
- Organize and host cafecitos (parent gatherings) for parents with principal and president.
- Create service opportunities for parents and help them complete their service hours.
- Collaborate with PACT and Jesuits West CORE to engage parents in community organizing efforts.
- Coordinate community events with parents and staff. (Thanksgiving Banquet, Posadas, etc.)

Volunteers

- Work with faculty and staff to access and place individual volunteers where needed.
- Promote and coordinate opportunities for all corporate, college, and high school service groups.
- Manage all appropriate documentation and volunteer requirements for adult and youth volunteers.

Food Program

- Manage database of students including dietary needs.
- Recruit volunteers to help provide meals for students.
- Collaborate with Martha's Kitchen to provide high quality meals for students.

Extended Day

- Recruit volunteers for enrichment programs.
- Coordinate coverage for staff and volunteers.
- Collaborate with the Director of Athletics to recruit coaches for sports programs.

Support Services

- Work with Campus Ministry to encourage parents to participate in faith formation opportunities.
- Work with Graduate Support to encourage parents to participate in GSP services and opportunities.
- Work with the Counseling Department to encourage parents to participate in counseling services.

EDUCATION, QUALIFICATIONS, AND LICENSES/CERTIFICATIONS

Bachelor's degree.

Demonstrated written, oral, electronic, and presentation abilities.

Demonstrated interpersonal communication skills, including the ability to communicate effectively both verbally and in writing.

Demonstrated organizational, project management, and self-initiative skills including the ability to prioritize, focus, manage multiple tasks, and anticipate and meet deadlines.

Demonstrated ability to work both independently and as part of a team.

KNOWLEDGE, SKILLS, AND ABILITIES

Strong word processing, spreadsheet, and database skills.

Excellent care and attention to detail. Absolute commitment to accuracy, timeliness, and confidentiality.

Model a high degree of integrity, a passion for Nativity's mission, and a commitment to Jesuit education.

Demonstrated initiative, resourcefulness, and problem-solving capabilities.

Comfortable with Nativity's faith-based mission to break the cycle of poverty through education.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Ability to lift 25 lbs. without help.

Ability to look at a computer monitor and sit for long periods.

Physically able to assist, when necessary, with event setup and breakdown, including lifting to 25 lbs.

SCHOOL REQUIREMENTS

TB testing

Fingerprinting - Must not have felony convictions or other serious violations.

Clean DMV driving record.

GENERAL INFORMATION

Reports to the principal.

Full-time, exempt, 12-month position. Work hours may vary (including evenings and weekends)

Eligible for benefits

Salary: \$70,000 - \$85,000 (DOE)

APPLICATION PROCESS

Interested applicants must submit a cover letter, resume, and professional references to hr@shnativity.org.

NON-DISCRIMINATION POLICY

Sacred Heart Nativity School is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender (including gender identity and gender expression), genetic information and characteristics, medical condition, national origin, citizenship, immigration status, marital status, sexual orientation, registered domestic partner status, veteran status, or disability.