



## **ONWARD SCHOLARS PROGRAM DIRECTOR - ST. MARY'S ACADEMY**

### **The Program: The Premier High School Student Success Program**

The journey to fulfilling dreams starts with Onward Scholars. Made possible through the support of The John H. and Cynthia Lee Smet Foundation, the Onward Scholars Program (OSP) is a competitive scholarship and enrichment program for selected high school students with strong academic backgrounds. OSP provides a unique four-year pathway to success for exceptional students who demonstrate great promise, motivation, and impactful leadership. The three main components of the Onward Scholars Program are scholarship, mentorship, and college access. Please refer to this website to learn more: <https://onwardscholars.org>.

### **The Opportunity**

The Program Director (PD) is charged with performing a variety of duties related to recruiting and mentoring the Onward Scholars at St. Mary's Academy, an all-girls Catholic, college preparatory high school in Inglewood, CA. The Program Director will primarily focus on recruiting and mentoring Scholars. Recruiting occurs through presentations at neighboring elementary and middle schools and networking with community partners. The PD is also responsible for establishing new partnerships with local organizations. The OSP program at St. Mary's Academy has 48 students, 12 in each grade. The Program Director works collaboratively with the admissions and counseling staffs, the Head of School at St. Mary's Academy as well the Onward Scholars Director of College Access and the other Onward Scholars Program Directors at St. Pius X- St. Matthias Academy, Cathedral High School, Salesian High School, St. Anthony High School, and Sacred Heart High School. Finally, depending on abilities and interests, the PD is expected to contribute to the life of the school by sharing through their participation in co-curricular activities.

### **The John H. & Cynthia Lee Smet Foundation**

The Smet Foundation was established in 1992 and focuses primarily on education in large part because the Smets recognize and appreciate the many ways that education shaped their lives at work, at home, and in the community. Specifically, through the Onward Scholars Program, the Foundation seeks to transform underserved communities in the Los Angeles area by providing scholarship assistance to select high school students who excel in academics and leadership. Additionally, in conjunction with the Archdiocese of Los Angeles and the Department of

Catholic Schools, the Smet Foundation sponsors a variety of leadership, professional development, and scholarship programs outlined at <https://www.smetfoundation.org/>.

## **St. Mary's Academy**

Since 1889, St. Mary's Academy has educated young women from the Los Angeles Community in the tradition of the Sisters of St. Joseph of Carondelet. Graduates from St. Mary's Academy are shaped to be women of distinction who are committed to lifelong learning and service to the "dear neighbor." St. Mary's Academy serves a religiously, culturally, and economically diverse enrollment population. Approximately 47% of students are Latina, 44% African American, 9% Multicultural and Other. St. Mary's Academy has a long history of educating young women from the Los Angeles and Inglewood communities. The distinctive characteristics of a St. Mary's education are based in the conviction that a young woman finds character and expression in service of others. This education promotes the formation and integral development of young women from various backgrounds and cultures and provides opportunities for the development of contemporary leadership while preserving the spirit that has made St. Mary's Academy unique.

**Mission: St. Mary's Academy, a Catholic, private, college preparatory high school for young women, founded by the Sisters of St. Joseph of Carondelet, shapes women of distinction who are committed to lifelong learning and service to the "dear neighbor".**

St. Mary's Academy is committed to forming a Christian community that nurtures and challenges each young woman to attain her full potential. This effort is consistently characterized by respect for the individual, service to the "dear neighbor," academic excellence; preparation for higher education and the empowerment of young women who are inspired to take their places in an ever-changing world.

To learn more about St. Mary's Academy please visit [www.smabelles.org](http://www.smabelles.org)

## **The Program Director**

We are seeking an innovative, entrepreneurial, hands-on, flexible self-starter who can maintain the high quality of the Onward Scholars Program and work seamlessly with the administration, admissions, and counseling departments at St. Mary's Academy and the Onward Scholars team. The successful PD must be able to assess students' needs and develop solutions for problem areas, while creating enrichment programs designed to enhance the high school experience and prepare the students for success in college. Also, he/she will serve as a mentor to the graduating Onward Scholars seniors as they move onto college. It will also be critical that the PD effectively market this program to other Catholic, charter, and public school students/families who are in the process of choosing their high school. The PD should be a good relationship builder who views his/her role as a service provider and who sets a high professional and ethical standard for all.

## **Key Qualifications Required**

- Have the highest degree of integrity and honesty

- A passion for the success of underrepresented students
- A strong belief in Catholic education
- Proven ability to achieve important goals
- Three + years working with high school students from lower income areas
- Background in high school education and familiarity with programs available to college-bound students in the Los Angeles area
- Knowledge of colleges, college requirements, and financial aid programs for college
- An undergraduate degree in education or counseling is preferred
- Fluency in Spanish is preferred but not mandatory
- Knowledge of social media platforms
- Ability to collaborate with peers, teachers, counselors, students, parents, administrators, and members of the community
- Strong networker who understands the unique Catholic School setting
- Strong organizational skills and ability to manage multiple projects at once
- Dynamic marketing presence
- Ability to excel in a self-directed, entrepreneurial environment
- Clear communicator/good writer
- Basic knowledge of online curriculum platforms such as Google Classroom used for distance learning
- Knowledge of Salesforce preferred

### **Specific Job Responsibilities**

**Student Recruitment and Marketing** – The Program Director will work closely with the school staff and OSP Program Directors to recruit, screen and interview Onward Scholar candidates. In an effort to create the strongest group of Onward Scholars, the Program Director will be heavily involved in marketing the Onward Scholars Program to the larger community including outreach to K-8 Catholic, public and charter schools that might have students who wish to go to St. Mary’s Academy and networking with other Catholic and educational organizations to find the most qualified candidates for the Onward scholarship opportunity.

**Mentor-** The Program Director will serve as an onsite resource to each Onward Scholar. The Program Director will assist in every way possible to assure that each Scholar has a well-rounded high school experience and eventual admission to and graduation from college. Further, the PD will mentor students on the life skills that will enable each to have an enriched college experience and to be a successful professional and community contributor as an adult. The PD will also interface regularly with parents in support of the student’s academic progress and to educate those parents, as needed, about the program and the college process. The Program Director will uphold the mission and grade level focus areas through after school activities and workshops, summer internships and assistance with the college application process

**Program Development** – The Program Director will assist each Onward Scholar with the development of a plan to achieve maximum success in high school, college and beyond. The PD will partner with the Onward Scholars Director of College Access, the parents, the school and the Scholar to design a program for each student that involves academics, community service, work study, enrichment trips, and/or social activities. Toward that end each Scholar has access to

a maximum of a \$2,000 stipend from the Smet Foundation for summer programs and/or academic enrichment activities.

**Related Responsibilities** – The Program Director will be expected to:

- Research and identify academic, community service, internship, and enrichment experiences in the local community (and beyond) for Scholar participation.
- Research and utilize financial resources that will help Scholars fund their college education and graduate with as little debt as possible.
- Host parent meetings and family gatherings throughout the year to facilitate community bonding.
- Along with fellow Program Directors, develop and refine the OSP curriculum, organize an annual retreat, university visits, Scholar Saturdays, and coordinate summer enrichment programs for students.

**Process Management** - the Program Director will plan, execute, and monitor the programs described above to ensure that Scholars are on track and problem areas are corrected.

**The Program Director will be required to:**

- Monitor Scholars' academic progress and, if necessary, meet with the students, their parents, and any other appropriate leaders from the school to ensure the student is successful.
- Work closely with the Director of College Access to assure each Scholar is well prepared for and eventually accepted at the college or university that best meets the Scholar's needs.
- Provide regular reports to Mr. & Mrs. Smet, parents, and students about Onward Scholar performance vs. plan.
- Manage the Scholars' annual renewal process.
- Develop and maintain the OSP budget which covers programming and marketing.
- Maintain accurate records of their students' stipends and Director expenses in Salesforce.

**Director Collaboration-** The Program Director will join the other Program Directors and the Director of College Access to ensure the program's mission and focus areas are upheld at all sites. Specific areas of focus include:

- Oversee an area of responsibility that contributes to the advancement of the program for all sites
- Participate in the Program Director's meetings and monthly check-ins with Mr. and Mrs. Smet
- Plan events that foster community building between students at all school sites
- Join the PD team in creating common curriculum and finding opportunities for students that can be applicable at all sites
- Develop metrics to evaluate the success of the Onward Scholar program.

- Collaboratively be responsible for updating all marketing materials needed to promote and educate the community about the Onward Scholars Program, as well as provide content for the website and social media.
- Collaboratively be responsible for upholding brand consistency to promote and educate the community about the Onward Scholars Program (application process, new student onboarding, etc.)

### **Reporting Structure/Evaluation**

- The Program Director will report directly to John Smet, President of The Smet Foundation
- The PD will have a dotted-line reporting relationship to the Head of St. Mary's Academy, collaborating with the school's leadership in admissions, counseling, and other academic areas
- The PD and Smets will set goals together on an annual basis. Evaluations of performance will be conducted based on feedback from the Head of School and other key decision makers at St. Mary's Academy, other Onward Scholar Directors, Onward Scholars, and parents of Onward Scholars.

**Work Schedule, Salary and Benefits:** This is a 12-month position with a salary in the \$80,00-\$100,000 range and a competitive benefits package including medical, dental, 401(k), and a performance-based bonus (for full benefits sheet contact Marcus Hurlbut).

### **How to apply:**

Interested candidates should submit:

- Candidate Summary Sheet (contact Marcus Hurlbut),
- Letter of interest
- Current resume
- A one-page statement discussing the barriers that might stand in the way of success for Onward Scholars and how those barriers should be approached
- A list of 5 references including contact information: to Marcus Hurlbut at: [marcusdawsonhurlbut@gmail.com](mailto:marcusdawsonhurlbut@gmail.com)

The John H. and Cynthia Lee Smet Foundation is committed to equal employment opportunity. We do not discriminate based on an individual's race, sex, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, age, gender, genetic characteristics and information, or any other basis prohibited by law.

