**Mission Statement**

Regis High School transforms Catholic young men through an academically exceptional Jesuit education in a caring community which inspires leadership, generosity, and a lifelong passion for service as Men for Others. Regis is tuition free, and merit based, giving special consideration to families in need of financial assistance.

**Position**

As a **Director of REACH,** you will have the extraordinary opportunity to work with approximately 150 exceptional, gifted young men and a talented and committed staff. REACH, through a transformative middle school program, empowers high-achieving young men from underserved communities as Catholic leaders committed to faith, scholarship, and service. A summer and Saturday access program run through Regis High School, REACH serves students whose families demonstrate significant financial need. REACH currently serves 144 students from the 6th to 8th grade, with the ultimate aim of placing each student in a Catholic high school with a scholarship or financial aid. In keeping with the 450-year old Jesuit educational tradition that honors cura personalis, REACH serves its students and alumni by caring for their intellectual, spiritual, emotional and social development.

Located in New York City, Regis High School is a Catholic, Jesuit, college preparatory school and the only Jesuit, full-scholarship high school in the country. The school was founded in 1914 through the extraordinary generosity of an anonymous woman and her family. Regis now relies on philanthropy of alumni, parents, and friends as it most significant source of financial support. Regis is committed to both academic excellence and fostering a spirit of generosity and service to those in need. Regis seeks to inspire and educate the ethnically diverse young men in its care to become imaginative Catholic leaders committed to promoting justice and exerting leadership in the Church, in their civic community, and in their future chosen profession.

**Position Summary**

As the **Director of REACH**, this role oversees the academic, spiritual, and leadership development activities of the program. The Director leads the team, advises the students and families, and organizes the Saturday and Summer programing.

**Job Responsibilities**

* Hires and supervises the members of the REACH Administrative team (Assistant Director, Director of Graduate Support, Dean of ELA, Dean of Math)
* Leads weekly staff meetings, conducts 1-1 meetings
* Organizes the Administrative team’s breakdown of responsibilities, most especially in the area of student advising
* Supports the Administrative team to set and achieve annual growth goals and professional development
* Plans and executes individual high school placement meetings with 3rd Year families
* Writes recommendations for each REACH student applying to high school. Works with the Directors of Admissions & Enrollment at partner high schools to place REACH students and families for high school
* Meets with select 1st and 2nd Year students and families in the Fall and Winter, offering advising about their REACH and grammar school performance
* Plans and executes Fall, Spring, and Summer Parent Meetings
* Collects REACH student grammar school report cards and coordinates with partner schools in support of student growth
* Shepherds the Program’s spiritual development program and ensures that REACH students and staff strive to live out the Program’s Five Principles
* Plans the Program’s annual calendar
* Coordinates with Regis operations, the University of Scranton, Fordham Preparatory School, and Fordham University to facilitate the Summer Session
* Oversees all REACH curriculum development, most especially in Civitas, Test Prep, Biology, Latin, Coding, Robotics, Studio Art, and Public Speaking. Work with the Deans of Math and ELA to develop the curricula in those subjects
* Plans and executes the Program’s spiritual and leadership development curricula
* Plans and executes the Program’s field trip curriculum
* Works with the Administrative team to hire teachers, collegians, counselors, and mentors for the Summer and Saturday sessions
* Supervises Saturday and Summer faculty and staff, conducting classroom and residential life observations
* Works with the Nurse, School Psychologist and Administrative team to ensure student safety and well-being during the Summer and Saturday Session

**Qualifications & Skills**

* Excellent organization and communication skills
* Successful experience working with underserved communities
* Demonstrated commitment to the REACH mission
* Ability to adapt and be flexible
* Experience working with adolescents
* Analytical and critical thinker
* Spanish language proficiency preferred

**Education**

* A bachelor’s degree is required
* Master’s degree in Education or a related field preferred

**Status**

This is a fulltime position.

**Compensation & Benefits**

**Salary range** 110k-130k.Commensurate with years of experience in education or related field

Most benefits go into effect immediately. Participation in the 403 (b) occurs after one year of employment.

**Other expectations**Flexible schedule to include summer immersion and Saturday rotations.

All faculty and staff are required to be fully vaccinated for COVID-19.

The school expects one to conduct oneself at all times in a manner which shall not bring reproach upon oneself or the school.

The description is to be used merely as a guide of expectations rather than an exhaustive list of all duties and competencies.  All requirements and skills are subject to change as the organization needs evolve.

**To Apply:**

Interested applicants should submit a cover letter and resume by email to [employment@regis.org](mailto:employment@regis.org). Qualified applicants will be contacted regarding next steps once all required documents have been submitted. Applications will be accepted until the position is filled.

Regis fosters an inclusive environment where we recruit and retain highly talented staff with differing abilities and who maintain a belief in the critical importance of diversity in the life of a school. Regis is an Equal Opportunity Employer.

Link to the REACH Program: https://www.regis.org/reach/