



THE DE LA SALLE SCHOOL

Job Description – *Position: Graduate Support Director*

School Mission

The De La Salle School (TDLSS) is a Catholic middle school in the Diocese of Rockville Centre that shares in the Lasallian heritage and exists to provide a quality education for young men from economically disadvantaged circumstances. We nurture each student's growth, spiritually, academically, socially and physically in collaboration with his parent(s) and guardian(s). We emphasize respect, responsibility, leadership and service, thereby preparing the young men to be caring citizens of the world.

Summary of Position

The Graduate Support Director (GSD) is a full-time, year-round salaried position reporting to the Executive Director or his/her designee. The GSD supports TDLSS graduates as they transition to new stages of their academic journey, building relationships between TDLSS and the schools/organizations that work with our graduates and engaging alumni to strengthen the connections and bonds within TDLSS community. The GSD will build relationships with current students, primarily in the 8th grade, through supporting the daily operations of the school.

Essential Responsibilities

- Keep in touch with all graduates of The De La Salle School.
- Maintain an active, up-to-date database of all graduates (with release-of grade forms).
- Communicate regularly with graduates and H.S guidance personnel regarding the graduates' academic, emotional & social progress.
- Coordinate and execute the "Weekly Study Hall."
- Develop and manage an Alumni Association and plan alumni events.
- Organize, coordinate and supervise annual college visits for alumni.
- Invite alumni to all school events especially graduation and follow up with phone calls.
- Coordinate financial assistance and counseling needs with the high schools that TDLSS graduates attend
- Provide assistance to graduates in the college application process.
- Investigate summer internship programs for graduates and keep a summer jobs opportunity database.

Desired qualifications

- A commitment to fulfilling the mission of The De La Salle School.
- Experience in building and maintaining healthy relationships with students and community partners.
- Excellent organization and communication skills.
- A self-starter with a proven capacity to work independently and/or collaboratively toward setting and prioritizing urgent goals.
- Bachelor's degree. Candidates will bring experience working with students from underserved communities.

Please submit a resume and two professional references to Mr. William Gault at bgault@delasalleschool.org