



## **Director of Student Success**

West Catholic Preparatory High School  
4501 Chestnut St.  
Philadelphia, PA 19139

### **West Catholic Preparatory High School Mission Statement**

West Catholic Preparatory High School is a Catholic community of academic excellence in an urban environment that is open to an interdenominational population. The school's rigorous spiritual, academic, technological, and co-curricular programs develop our ethnically and religiously diverse student body into young men and women of strong moral and ethical character. West Catholic prepares each student to face the challenges of everyday life in an ever-changing global society.

### **Overview**

The Director of Student Success is the person who ensures a holistic framework exists across a multi-department effort, including guidance, academics, attendance, and discipline, to make sure every student at West Catholic is known, supported, and accountable. The goal of this position is to better ensure our student and familial support systems work together, so students are consistently supported, and efforts aren't being executed in silos. Through effective coordination, collaboration, and communication, the Director works to ensure that each student and family receives timely and appropriate interventions.

### **Duties and Responsibilities**

- Lead the Student Success Team, meeting regularly to review attendance, grades, behavior, and engagement, and identify students who need extra support before issues escalate.
- Strengthen school culture by supporting adults to work effectively while collaborating across departments to create consistency, trust, and shared ownership for every student's growth.
- Support academic growth by collaborating with counselors, teachers, the Assistant Principal for Academic Affairs, and the academic support team to identify academic challenges early and address them through tutoring, mentoring, and family engagement.

- Track engagement by monitoring attendance, after-school involvement, and athletics to identify which students are deeply connected to school life and which may be beginning to disengage.
- Organize grade-level teacher meetings to foster collaboration, communication, and consistency among staff.
- Create and lead opportunities for students to visualize and explore pathways to success post high school graduation.
- Build partnerships with universities, community organizations, and mission-aligned agencies to expand support and opportunities for students and families.
- Coordinate family communication during emergencies to ensure timely, accurate, and compassionate information-sharing among relevant staff.

### **Qualifications**

- Bachelor's degree in Education, Counseling, Social Work, or a related field; Master's degree preferred.
- Minimum of 4 years of experience in education, student services, counseling, or school leadership, or a mission-driven environment.
- Demonstrated experience coordinating multi-departmental efforts.
- Strong understanding of high school operations, including academic advising, attendance systems, discipline processes, and family engagement.
- Exceptional communication and organizational skills, with the ability to build trust and collaboration across faculty, staff, and families.
- Data-driven decision maker able to interpret and act on academic, attendance, and behavioral trends.
- Proven ability to build and sustain partnerships with community organizations, higher education institutions, and mission-aligned partners.
- Commitment to Catholic education and to the Lasallian charism.
- Ability to maintain confidentiality and exercise sound judgment in sensitive situations.
- Flexible, solution-oriented mindset with the ability to lead both through influence and collaboration rather than positional authority.

This position is a full-time, 12-month position.

Interviews will be given to the most qualified applicants. PA required clearances and official transcripts will be required before employment can begin.

**The deadline for applications is July 6, 2026. Please note DSS-WC in subject line.**

As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment.

Employment practices will not be influenced by an individual's legally protected status or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.