



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY *of* SCHOOLS

Job Title: Parent Relations Director for Connections

Position Type: Full Time

Contract: 11 months

Reports to: Director of Dominican Catholic Identity

Job Summary: The Parent Relations Director supports our Dominican-Catholic mission by planning and implementing parent, family, and community engagement efforts through volunteer opportunities, social activities, and learning events. This position is responsible for developing lasting relationships with parents, families and faculty while promoting cohesion among all constituents on campus to ties and relationships within the school community.

Roles and Responsibilities:

- Establish Connections parent leadership at grade levels and for various special events. Collaborate with parent leaders regarding details and execution of events and goals.
- Oversee and coordinate educational and social activities for parents and faculty to learn and grow together.
- Coordinate with room parents at all grade levels to facilitate communication with parents, including setting guidelines and overseeing the process.
- Create an annual calendar with various monthly events designed for the learning and fellowship of our families. Use resources on and off campus to support and achieve desired goals. The director is responsible for the facilitation and execution of events with assistance from volunteers.
- Serve as a resource when a student's parent/family needs extra support or has questions or concerns.
- Work collaboratively with all divisions (PK2-12) to foster a sense of community across the school.
- Provide educator appreciation events.

The Ideal Candidate will possess the following qualities:

- Strong organizational, planning, and project management skills.
- Familiarity with single-gender, Catholic, independent school educational settings from a staff viewpoint and a parent viewpoint.
- Proven ability to work independently or collaboratively, adapt to changing priorities, and manage multiple tasks.

- Ability to carry out duties and responsibilities confidentially and in an accurate and timely manner with a high degree of personal initiative, ownership, and minimal direction.
- Sound decision-making, judgment, and ability to maintain confidentiality.
- Outstanding interpersonal skills with a commitment to inclusion and working with diverse groups.
- A flexible mindset, energetic and demonstrates high integrity.

To apply, interested candidates should submit an application found on the school website at www.saa-sds.org, cover letter, resumé, and contact information for at least three professional references (including name, phone number, and email address) to *Beth Odom, Director of Dominican Catholic Identity*, at bodom@saa-sds.org.

The Dominican Community of Schools is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

The Dominican Community of Schools is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican Pillars of Study, Prayer, Community, and Service. We prioritize all relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit - in a supportive, faith-filled environment.