

BCHA Upper School

Position Title: Director of Student Experience

Reports To: Principal, Upper School

Position Overview

BCHA seeks a dynamic, student-centered educator to serve as Director of Student Experience for the Upper School. This role is central to shaping the daily life of students, strengthening school culture, supporting enrollment growth, and contributing to the academic program. The Director will work closely with the Principal and faculty to ensure a cohesive, values-driven student experience.

Key Responsibilities

Student Experience & School Culture

- Lead and oversee the day-to-day student experience in partnership with the Principal
- Supervise Student Life Coordinators and support Student Council
- Facilitate a weekly planning meeting to coordinate student programming and school-wide events with the above team members and other stakeholders
- Oversee the Mashgicha in her leadership of the Chesed Program and Israel Advising
- Partner with administration to uphold and manage student systems, including dress code, punctuality, and phone use
- Foster a positive, respectful, and growth-oriented school culture

Admissions & Enrollment

- Collaborate with the Principal and PA to plan and execute the annual Open House
- Engage directly with prospective students and families within the current 8th grade throughout the admissions process
- Build and create relationship relationships with feeder schools and community partners
- Lead outreach efforts across Fairfield County and Westchester County to support enrollment growth
- Manage key deadlines and processes for external student enrollment

Teaching Responsibilities

- Teach two upper-level courses in the candidate's area of expertise