



Position Title: Academic Office Assistant

Immediate Supervisor: Director of Academics and Student Programs (Director)

Work Hours: 12-month employee

Minimum Requirements:

- Demonstrate professionalism and confidentiality in all aspects of the job
- Show proficiency in both oral and written communication
- Proficiently use Microsoft Office software to organize data and produce reports
- Effectively handle multiple projects and prioritize tasks
- Ability to focus on details
- Experience in an educational environment is preferred

Responsibilities include but are not limited to the following:

- Provide planning and support to the Director of Academics and Student Programs to manage all aspects of the Academic Office calendar of schedules, events and activities and conference scheduling needs
- Maintain, input, manipulate and update school data base system, including student academic records and transcripts, calendar, schedules, attendance, diagnostic reports, and student learning plans
- Review and oversee attendance records and provide report to Director for review
- Work with the instructional faculty and staff to procure substitutes as requests once approved by the director; maintain documentation on substitutes, including teacher and sub evaluations; schedule prospective substitute interviews
- Work in conjunction with the Admissions office with prospective student applicants - coordinate and schedule student shadow days and admission testing
- Coordinate student recommendations and transfer process to other schools
- Maintain positive communication with all stakeholders - faculty, staff, students and parents
- Assist with preparing instructional resource orders, organizing, inventorying and distributing curriculum materials
- Provide faculty and parent support with current student data base management system
- Print, distribute and archive report cards, progress reports and transcripts
- Facilitate revisions, as needed, of the Parent Handbook with Director
- Serve as part of the Academic Support Team
- Coordinate field trip requests and documentation for approval by the Academic Support Team

Other duties as assigned by Director.

