



FREDERICA ACADEMY

Enriching the Mind, Body and Spirit.

Administrator Job Description

Position Title: Administrative Assistant to the Head of School
Special Events Coordinator

Reports to: Head of School

Date Modified: February 2022

Work Environment:

Frederica Academy lives the mission: *To maximize the potential of each student and to prepare every student for college and adult life through the development of mind, body, and spirit.* Employment at Frederica is more than a job. It is an opportunity to join a community of learners who seek challenge, commitment, and strong relationships. We serve as advocates for our students. Because we are a dynamic, forward-thinking independent college preparatory school, much is required of our administrators, faculty, and staff. We challenge and inspire each student to fulfill his/her promise and to better the world. In a highly competitive school landscape, our emphasis on the whole child and our legacy of excellence in teaching set us apart. The work environment is noted for being family-friendly and flexible.

Position Summary:

The Administrative Assistant to the Head of School works closely with the Head of School to provide confidential, consistent, and professional administrative support for the Head of School. This position also works with the Advancement and Admission Offices, providing administrative support but especially in the area of planning and executing various Special Events that take place throughout the year. Key characteristics needed for this position are effective planning, organizational, and communication skills as well as demonstrated flexibility in simultaneously accomplishing a wide range of tasks on an ongoing basis. This is a fulltime position for 12 months, which provides two weeks of vacation each summer in addition to 23 school holidays observed throughout the year as listed on the school's At-A-Glance Master Calendar each school year.

The specific responsibilities include but are not limited to the following:

Administrative Assistant to the Head of School

- Supports the Head of School's daily operation of the school, short and long-term goals, and institutional projects.
- Acts as the primary point of contact for the Head of School.
- Responsible for coordinating and scheduling calendar appointments for the Head of School with parents, trustees, staff, faculty, students, and other community members.
- Accessible, approachable, and welcoming, managing confidential situations with discretion, respect, and sensitivity.
- Coordinates recognition for retiring/departing employees, births, deaths, etc. of our stakeholder community.
- Coordinates travel for Head of School and guests (speakers, employment candidates, etc.).

Special Events Coordinator

- Plans and executes all aspects of certain special events, which include but are not limited to (Lead Role):

New Student / Parent Events (Adm)
Student "Moving Up" Programs (Adm)
Hands on Frederica Day (Adm)
Campus Holiday Decorating

Holiday Programs + Celebrations
Hall of Fame Events
Alumni Events (Adv)
Homecoming Week

May Day + Grandparents Day
New Employee Orientation (HR)
Pre + Post Planning (HR)
Teacher Workday luncheons

- Provides support as needed for other special events that include but are not limited to the list below (Support Role). Over time, the Special Events Coordinator could assume lead responsibility of some of these events:

Back to School BBQ (Admission)	Dedication Ceremonies (Advancement)
Open House Week (Admission)	Baccalaureate / Graduation (Upper School)
Football + Cheer Picture Day (Advancement)	Closing Ceremonies (Lower School + Middle School)
Fundraising Events (Advancement)	Veterans' Day Ceremonies
First/Last Ceremonies	

Other responsibilities

- Attend faculty/staff meetings, school functions, and other various events deemed important by the Head of School.
- Embodies and communicates the school's mission and core values.
- Other duties as assigned.

Job Requirements:

- Bachelors' degree
- Knowledge of Microsoft Office Suite
- General aptitude for input and output for computer systems
- Forward thinking with an ability to plan and coordinate throughout the year
- Excellent communication skills, both written and verbal.
- Strong organizational and execution skills

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel, talk and hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Environment Characteristics:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual can expect the possibility of stressful environment while dealing with a wide variety of challenges and can anticipate deadlines with a varied array of stakeholder complexities. The noise level in the work environment is usually moderate. Varied extreme outside weather conditions during special activities and school events are possible. Some evening and weekend commitments are required, in particular on the days surrounding special events.

Frederica Academy is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; national origin, religion; gender identity, sexual orientation; age, disability; or status as a veteran, or any other characteristic protected under federal, state or local laws.