



**Position Title:** Associate to the Academic Team

**Date Modified:** June 20, 2022

**FLSA Classification:** Full-time, non-exempt

**Reports to:** Associate Head for Academic and Faculty Affairs

### **About St. John's**

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### ***Position Purpose***

A vital member of the administrative team, the Associate to the Academic Team is responsible for managing the administrative processes of the Academic Team Office in support of two Associate Heads of Academics and the Director of Student Formation. The role has four key areas of responsibility as described below.

### **Key Accountabilities**

#### ***1. Secondary School Placement and Eighth Grade Activities***

- Coordinate the School's secondary school placement process, including communication to faculty, students, parents, and secondary school admission teams.
- Ensure eighth graders' records are accurate, delivered to secondary schools on time, and delivered in each school's preferred manner. Respond to follow-up questions from parents and schools. Monitor the teacher recommendation process and ensure recommendations meet expectations and deadlines.
- Coordinate calendar, communication, and logistics related to eighth grade end-of-year needs that include special celebrations and Commencement. Work closely with the Director of Events and Catering, the Chief Culture, Strategy, and Communications Officer, and the Academic Team in preparation for these activities and events.



## **2. Arrival, Attendance, and Dismissal Processes and Tools**

- Manage the school-wide attendance process for all students. Track attendance daily to ensure faculty and parents consistently adhere to procedures. Follow up with faculty as necessary and notify the Academic Team of student attendance issues. Follow up with parents when directed by Academic Team.
- Serve as School's point person for SchoolPass, which is used for attendance notifications and carpool changes.
  - Complete annual setup of SchoolPass; resolve School, faculty, and parent issues with the tool; serve as liaison to the software company.
  - Manage carpool process, including scheduling carpool duties and creating and distributing carpool tags.

## **3. Division Support**

- Manage division calendars and ensure congruence with all-school calendar.
- Assist Communications Office by regularly providing division-focused content for publication.
- Assist with scheduling, planning, staging, and communication for events originating from the Academic Team, such as parent conferences, parent coffees, Back-to-School Nights, Hall Meetings, Pep Rallies, Buddy Days, award ceremonies, student performances, and onboarding sessions for new employees and new Middle School students.
- Manage process and communication for student birthday blessings.
- Support day and overnight trip preparations in areas such as food procurement, scheduling transportation, and securing classroom coverage as needed.
- Annually produce class lists and classroom schedules.
- Reconcile divisional budgets; process and track divisional orders for resources, supplies, and curriculum.
- Manage divisional requests for facilities and operations needs (e.g., work orders, setup requests).
- Assign Middle School student lockers.
- Fulfill duties as assigned, such as carpool, lunch, recess, classroom coverage, and other.

## **4. Administrative Support**

- Provide administrative support in a professional, confidential, and organized manner. Administrative support includes scheduling meetings, drafting correspondence, managing



incoming phone calls, filing, copying, taking meeting minutes, and welcoming visitors as needed.

- Work with Associate Head for Academic and Faculty Affairs and Chief People Officer in support of the faculty hiring process by coordinating position posts, interview schedules, feedback summaries, travel arrangements, etc.
- Serve as the School's point person for the Employee Portal by maintaining content and continuously evaluating the usability and structure of the Portal. Assist the Academic Team with institutionalizing the Portal among employees as a key source of current, relevant information.
- Manage the teaching substitute process to ensure faculty are obtaining their substitutes as needed and to identify coverage when substitutes are not available. Manage the schedules of the Teaching Assistants.
- Edit narrative progress and report card comments in collaboration with the Associate Head for Academic and Student Affairs.

### **Opportunities and Challenges**

- Model the St. John's Code of respect, responsibility, honesty, and care.
- Demonstrate a high degree of initiative, the ability to anticipate needs related to assigned projects, and the focus to see projects through to completion.
- Demonstrate stellar organizational skills. Balance attention among a variety of assignments and ask for assistance with prioritization, when necessary.
- Demonstrate clarity in verbal and written communication, as well as strong listening skills.
- Embrace the School's Episcopal identity, ethos, and commitment to respecting the dignity of each individual.
- Demonstrate commitment to cultural competence through behaviors and attitudes that enable effective cross-cultural interactions.
- The Associate to the Academic Team will work with sensitive School and student data and must maintain the strictest of confidentiality with that information.

### **Growth Mindset**

- Leverage the knowledge, skills, and abilities of colleagues in fulfillment of responsibilities.
- Pursue growth in relevant technology skills.
- Demonstrate commitment to personal and professional growth, as well as the ability to meaningfully receive, reflect on, and apply feedback to one's professional growth.



- Network with peers at other local and national independent and Episcopal schools.

### **Qualifications**

- A Bachelor's degree is required.
- Minimum five years working in a professional environment; independent school experience preferred.
- Must meet minimum technology proficiency standards, including the ability to work in online Student Information and Admission Systems, to schedule and conduct meetings via Microsoft Teams, and to use the Microsoft 365 suite.

### **Physical Requirements**

- Ability to work for extended periods of time, including weeknights and weekends when required.
- Ability to work with children and adults in indoor and outdoor settings.
- Ability to work in on-campus, home, and field trip settings.
- Ability to participate as a chaperone on overnight field trips.
- Ability to lift approximately 30 lbs.

### **How to Apply**

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[pjordan@stjohnsschool.org](mailto:pjordan@stjohnsschool.org)

214-328-9131

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