

POSITION DESCRIPTION

Job Title: HS Student Program Manager
Reports to: SMCHS Principal
Hours: 40 hrs per week /40 weeks (during school year) - 5 hrs per week / 12 weeks (during summer)

Position Summary: This position organizes, coordinates and supervises administrative requests. Provides administrative support to SMCHS administrators and assists with projects requested by various departments within SMCHS, this position has direct accountability for maintaining various confidential student databases. Coordinates the High School International Student program.

Job Responsibilities:

- Assist SMCHS Administrative Assistant with Diocesan and state reports related to student compliance with policies
- Collaborate with administration and counseling department on PowerSchool scheduling and data collection
- Assist administration and counseling department with placements tests
- Assist with ACT, AP, and PSAT testing
- Fulfill records requests, transcript requests and maintain student records
- Register students for online classes, distance learning
- Add online classes/distance learning to student schedules and transcripts
- Coordinates student transportation with public school districts and SMCS bus routes
- Coordinate graduation
- Coordinate Senior Class Academic Awards, scholarship postings and local award process
- Works on various projects assigned by the SMCS president, SMCS advancement, SMCHS administration
- Provide backup assistance to the SMCHS administrative assistant at the front desk during the school year and maintain front desk duties during school breaks and summer hours
- Update SMCHS google calendar
- Attend faculty meetings to record minutes as needed
- Help assist obtaining substitutes as needed
- Oversees and coordinates the international program, assuring compliance with diocesan and SEVIS requirements
- Assists in finding caring host families for international students
- Acts as a liaison between school staff and international agencies to assure student success
- Explores new international programs in an effort to expand our international program
- Promotes connections between host families and assists with their assimilation into high school

Skills and Attributes:

- Ability to collaborate with professional international agencies, Department of Homeland Security personnel, and Diocese of Green Bay regarding issues related to international students
- Ability to engage with international students and host families to promote their involvement within various school program / activities
- Ability to deal effectively with situations relative to adolescent physical, social and temperamental issues and make meaningful connections with high school students
- Ability to perform reception responsibilities in a positive, professional and caring manner
- Exhibits excellent public relations skills founded on customer service principles
- Deals with student and staff information/matters in a confidential manner
- Ability to enjoy and thrive in a team setting with constantly changing priorities
- Ability to learn quickly, follow directives and instructions well
- Ability to get things done with exceptional attention to details
- Ability to communicate effectively with supervisor and other team members to assure accurate information is disseminated, issues are resolved effectively by the appropriate person and deadlines are met
- Ability to see things that need to be done and proactively respond to the needs
- Believes in and is committed to the SMCS philosophy, administration, staff, students and families

Qualifications:

- Bachelor's degree, preferred
- 2-4 years office experience in a school setting, preferred
- Well-developed interpersonal and communication skills
- Excellent planning and organizational skills; detail oriented
- Proficient computer skills and literate specifically in Microsoft Word, Publisher, Excel
- Knowledge of or capability to become proficient in student database management
- Ability to utilize data analytics to enhance school system efficiencies and productivity
- Must present a professional image

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community.

Print Name: _____

Signature: _____ Date: _____