

ROWLAND HALL – ST. MARK’S SCHOOL POSITION DESCRIPTION

MISSION: Rowland Hall - St. Mark's mission is to develop students who will lead productive and ethical lives. The school offers a college preparatory program that combines the pursuit of academic excellence with the development of moral character.

TITLE: Extended Day Program Assistant Director

REPORTS TO: Extended Day Program Director

STARTING DATE: August 28, 2008

PREFERRED QUALIFICATIONS:

- Bachelors degree
- Experience as an administrative assistant, letter writing, filing, editing, and use of all office equipment.
- Organizational skills
- Excellent communication and leadership skills
- Excellent computer skills – Excel/Publisher/Word/Access/Photoshop
- Accuracy in work performance

JOB SUMMARY: This position involves working closely with the Extended Day Director to ensure the changing needs of our families are met after school through an enriching educational, social, and recreational program. The Assistant Director position is primarily a clerical position that includes heavy administrative assistance in the area of billing, and data base management. In the case of the absence of the Extended Day Director responsibilities include the ability to supervise children and staff in the Extended Day program; effectively handle questions from parents, children and other school personnel; dealing with disciplinary problems and involvement during all Special Extended Day programs and Winter Sports duties as assigned.

RESPONSIBILITIES:

Administrative

- Maintains all records in the Extended Day filing system
- Maintains all records and registrations with-in the data base system for the Extended Day Program
- Billing- Bills all family accounts for the Extended Day program in conjunction with the RHSM Billing office
- Orders all food and supplies
- Scheduling-Works closely with the Director
- Schedules all Music Specialty Class Lessons for each trimester
- Letter Writing
- Maintains responsibilities of Director when he/she is absent, on vacation, or as needed

- Maintenance of records, payroll and scheduling and other administrative needs when he/she is absent, on vacation, or as needed
- Performs or assists with initial preparation and planning as needed
- Closely supervises children during activities that are potentially dangerous – i.e. in the kitchen, on the monkey bars, etc.
- Informs staff of problems or suggestions when appropriate
- Communicates to other staff important information and changes in activities, scheduling problems, etc. / works well as a member of a team
- Informs director of any difficulties, questions, or messages from parents, students, teachers and other administrators
- Communicates with director regarding any unusual events, schedules, or needs in timely manner
- Addresses difficult situations with calm, appropriate attention
- Familiarizes self with school policy, students and other staff
- Familiar with and follows our number one rule of respect for others and our environment
- Arrives on time consistently
- Communicates time off from work in a timely, appropriate manner
- Appropriate attire
- Appropriate use of breaks, social contacts during work times
- Attends Extended Day staff meetings

Students

- Ensures a safe environment for all children- i.e. closely monitors what is going on and step in when needed for reminders
- Involves self positively with children through games, art, and general conversation while still maintaining an awareness of others in the room.
- Flexible and adaptable to different ages, abilities, and needs of individual children
- Responds to the range of children's feelings with acceptance and understanding and relates to children as individuals (i.e. addresses child by name, shows interest in child's experiences)
- Encourages children to make choices and to become more responsible
- Gives positive attention to children when they cooperate, share, care for materials, or work on activities
- Set appropriate limits, is firm when necessary, and does not use harsh discipline methods
- Encourages children to resolve their own conflicts, and steps in only if needed to discuss issues or work out a solution
- Assists appropriately for smoothest possible transitions – i.e. at check-in, during announcements, and coming in at the end of the day.

Families

- Aware of who arrives, when they leave, and with whom they leave
- Steps in with communication to parents when the Director is unavailable or off-campus
- Warm and friendly recognition as parents arrive and depart
- Recognize when parents are having difficulties, i.e. with computer, finding their child(ren), etc. and assists with patience, kindness and understanding

HOURS: Part time/nine and one-half months per year
Extended Day Program Hours: Monday-Friday, 1-6 p.m.
Extended Special Days including Spring and Winter Break: 8-5 p.m.
Winter Sports/Five Fridays: 9-6 p.m.

Pay level depends on experience and performance; full benefits for full time positions and possibility of partial benefits for half time and greater (determined by the Business Office).

Rowland Hall - St. Mark's School does not discriminate on the basis of race, color, religion, sexual orientation, or national and ethnic origin in the administration of its educational policies, admissions policies, financial aid programs, and athletic or other school-administered programs.

Updated: April 28, 2008