

Job Description: Assistant to the Principal

Assistant to the Scholé Academy Principal, at Classical Academic Press

Summary:

This position is a full-time, salaried position which requires a minimum of 40 hours of work per week (Monday-Friday) at the Classical Academic Press (CAP) offices. Remote (off-site) work is permitted approximately 20% of the time.

Reporting Structure:

This position reports directly to the Scholé Academy Principal (Joelle Hodge), and indirectly to the Scholé Academy Director (Dr. Christopher Perrin).

Skills/Qualifications:

A love of the mission of CAP, interest in and ability to develop a comprehensive understanding of Classical Christian Education and CAP curriculum products and services, a collaborative spirit, strong intra-personal and group communication skills, reporting skills, administrative writing skills, proficiency with Microsoft Office programs and cloud-based internet applications, managing processes, organization, analyzing information, professionalism, problem-solving capacity.

General Description

The Assistant to the Principal will provide administrative support to the Principal in the promotion, development, and operations of Scholé Academy (which will involve working with various CAP departments including marketing, web development, editorial and accounting).

The Assistant to the Principal will provide additional administrative support to the Principal as she develops curricula and provides pedagogical training to the faculty.

Main Areas of Responsibility

Supporting the Principal in the following areas:

- Provide the necessary administrative assistance to develop curriculum alignment with the Scholé Academy (SA) vision for restful learning or *scholé*.
- Provide detailed, comprehensive web and product support for new and existing Scholé Academy courses, aligned with SA vision
- Assist the Principal in supervising interns working on SA projects.

Supporting the Principal in School Community Development & Customer Service

- Provide correspondence and support to the school's student and parents.
- Work with the school's student and parents to resolve minor concerns with consultation from the Principal.

- Work with Academy parents and potential customers to set accurate expectations and address concerns through timely and thoughtful email, phone and Zoom video conversations.

Supporting the Principal in Operations

- Support the efforts of the Principal in the student application and admissions process.
- Provide teachers with needed equipment, paying teachers, billing and refunding customers.
- Provide support to the Principal in training teachers using Zoom, teaching online, and using Schoology.
- Provide correspondence and support to the SA teachers.

Supporting the Principal in School Promotion and Advancement

- Provide administrative support to the SA Principal and Director through the accreditation process.
- Provide enhancement and maintenance of the Scholé Academy website.
- With assistance from the CAP staff, promote SA on social media, email newsletters, and SA blog, and SA Facebook page.

Supporting the Principal in Documentation

- Provide assistance in the maintenance of foundational SA documents such as the Student-Parent Handbook and the Faculty Handbook.

Supporting the Principal in Company-wide Integration and Support

- Be knowledgeable of the various branches of Classical Academic Press and support the integration of these CAP enterprises.
- Attend various conferences and trade shows as available or needed.