ST. IGNATIUS COLLEGE PREPARATORY

**Academic Coordinator & Assistant to the Assistant Principal for Academics**

**STATUS:** Non-exempt, full time

**REPORTS TO:** The Assistant Principal for Academics

**HOURS:** 7:45am-4:45pm

**SALARY RANGE: $33.65-$48.07/hour depending on experience**

**MISSION STATEMENT:**

*St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become life-long learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.*

**PRIMARY ROLE:**

We are seeking a highly organized and proactive person to provide comprehensive administrative support to the Assistant Principal for Academics.  This role plays a crucial role in ensuring the smooth operation of academic programs and initiatives, as well as assisting in various administrative tasks within the academic department.

**A SUCCESSFUL CANDIDATE IN THIS POSITION WILL BE ABLE TO DEMONSTRATE:**

* Manage SI’s proctoring grid
	+ Collate teaching calendar
	+ Assign daily proctoring duties and distribute to proctors
	+ Assign proctoring duties for special school schedules or events
* Track faculty absences
* Respond to parent and student inquiries regarding academic issues.  Examples include how to find information on our website, school schedule and other logistical issues.
* Coordinate the SAT and PSAT in collaboration with the Counseling Department.  Responsibilities include confirming teacher commitment, scheduling dates and venue, collecting fees and updating the SI website.
* Coordinate the “Honors and High Honors” student list in collaboration with the Director of Scheduling.  Sort through student transcripts, reviewing course load and GPA to determine if they meet the program requirements.
* Complete and submit requests and reimbursements for the use of all professional development and academic budgets including Title II and Title IV funds.
* Manage the APA’s Visa bill.
* Organize and coordinate placement exams for incoming 8th graders and transfer students (as needed).
* Organize and maintain faculty employment files (transcripts, resumes, APA feedback) and faculty contact list.
* In collaboration with the Marketing Team, update Academics webpages on the SI website and submit items to the Principal’s Newsletter as needed
* Set up faculty mailboxes in the faculty room every year as new teachers are hired.
* Manage school mailings including Back to School Night and Academic Probation letters.
* Coordinate annual UC ELC paperwork for seniors (approx. 30 students).  Tasks include (in collaboration with the Counseling Department ) gathering transcripts, creating spreadsheets, tracking parent permissions.
* Review and update annual revisions in the Faculty/Staff handbook and Course Catalog.
* Organize and collate teacher questionnaire packets and goal setting initiatives.
* Schedule New Teacher Orientation meetings in collaboration with the Instructional Coaches.
* In collaboration with the Counseling Coordinator, process transcripts for current or past SI students.
* Maintain scantron machines in the faculty workroom.  Track disbursement of test pages.  Assign costs according to department usage when submitting an invoice for payment.
* Order office supplies and testing instructional materials.
* Coordinate all conflict and make up final exams in December and May.
* Maintain and manage the APA’s calendar, schedule appointments and coordinate meetings.
* Take notes at APA’s meetings and disseminate as needed.
* Manage and maintain the academic calendar and post all dates on the SI website and on E-Space.

**KNOWLEDGE/SKILLS/ABILITIES:**

* Knowledge of office practices and procedures, record keeping practices, MS Word, Excel, Google suit (docs, drive, slides, sheets, etc), database management, email systems, general office machines and telephones systems, excellent written and verbal communication
* Excellent attention to detail in individual and project based work/projects
* Knowledge of SI mission and Ignatian values
* Ability to work independently and collaboratively with colleagues from multiple departments
* Demonstrated commitment to valuing DEIB and contributing to an inclusive working and learning environment
* Excellent time management and organizational skills
* Excellent technological skills
* Ability to clearly communicate to all members of the SI community including students, parents, faculty and staff
* Ability to effectively build relationships with students, co-workers, and to get along with a variety of personalities
* Customer service skills (i.e. anticipate needs, meet deadlines, take initiative, solve problems)
* Ability to use tact and discretion and maintain confidentiality with sensitive information

**MINIMUM QUALIFICATIONS/EDUCATION REQUIREMENTS:**

* At least three years experience in a similar position performing the duties and demonstrating a high level of the knowledge, skills and abilities listed above preferably in a school setting
* High school diploma or equivalent (Associate's or Bachelor's degree preferred).
* Excited to work in a fast paced, Jesuit high school environment
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace.
* Excellent organizational and time management skills with the ability to prioritize tasks effectively.
* Strong communication and interpersonal skills, with a customer service-oriented approach.
* Ability to handle sensitive and confidential information with discretion.
* Attention to detail and accuracy in data entry and record-keeping.

**HOW TO APPLY:**

Interested applicants should submit a cover letter, resume and salary requirements (a must) to resumesatsi@siprep.org

**SI OFFERS A COMPREHENSIVE AND RICH EMPLOYEE BENEFITS PROGRAM WHICH INCLUDES:**

* Company paid Medical Insurance Contributions for single, two-party and family plans at a rate of 75%
* Fully paid insurance for Dental, Vision, Life, AD&D coverage for single, two-party and family plans
* Flexible Spending Plans for insurance plans plus for child care coverage
* Tuition remission program
* Student Loan Reimbursement (up to $2,000 annually)
* Annual Retirement Savings Contributions

**SI FOSTERS A DIVERSE AND INCLUSIVE COMMUNITY:**

St. Ignatius College Preparatory strives to be a just, inclusive, and Catholic, Ignatian community where all students, faculty, staff, parents and alumni feel seen, heard, valued, and loved and experience full acceptance. We are committed to hiring, supporting, and retaining a diverse faculty and staff. We see our determination to offer diversity, equity, inclusion, and belonging not as a destination to be reached, but a continuous, life-long journey together.

Pre-employment background screening is required for all positions. *St. Ignatius College Preparatory is required by law to conduct FBI and DOJ background checks.*