



ASSISTANT HEAD OF SCHOOL FOR ACADEMICS

Administration

Full-Time

Reports To: Head of School

Position Summary:

Responsible for administration of all academic issues at Fontbonne Academy. Represents Fontbonne Academy at diocesan and regional organizations that relate to academic development.

Responsibilities:

- Understands and accepts the charism and mission of the Sisters of St. Joseph, the mission of Fontbonne Academy, and the Employee Handbook.
- Collaborates with the Head of School and the Assistant Head of School for Student Life.
- Works with department chairpersons in developing and evaluating curriculum, program, policies, and procedures; scheduling classes and faculty; and student placement and evaluation.
- Oversees and collaborates with the Guidance Department and the Library.
- Monitors assessment of student performance, test analysis, placement, needs and program compatibility, exams, reporting of grades and honor roll, and advises the Head of School on these matters.
- Communicates with parents regarding academics.
- Facilitates the supervision/evaluation of faculty.
- Supervises faculty professional development.
- Assists in resolution of academic conflict.
- Is a member of the Admissions Committee, Leadership Advisory Team, Honors Speaker Committee, Academic Program Committee.
- In Partnership with the Assistant Head of School for Student Life, responsible for the day to day operations of the school.
- Oversees and works to develop the academic schedule.
- Supervises the Computer Services Coordinator.
- Collaborates in the development and supervision of academic technology.
- Collaborates in the development of Student/Parent Handbook, Employee Handbook, and school calendar.
- Oversees admissions of international students and supervises the International Student Coordinator.
- Assumes additional duties as required.

Minimum Qualifications:

Master's Degree in educational administration or related field. Eligible for certification in Administration or equivalent combination of training and experience. Excellent interpersonal, communication, managerial, and leadership skills. Ability to work extended school hours, weekends, evenings, or scheduled school vacations.

Qualified applicants should submit a letter of introduction and their resume including reference contacts to jobs@fontbonneacademy.org.

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