



Academic Support Assistant

General Description of Post: The Academic Support Assistant provides administrative support to the Student Services Team and Academic Director.

Authority: The Academic Support Assistant has the authority to:

1. Carry out the responsibilities of the position as described below.
2. Inform the Academic Director of problems and issues which may interfere with the ability to carry out the responsibilities below.

Responsibility: The Academic Support Assistant is responsible for the following areas of work:

1. Student Services Support (20 hrs/wk)
 - a. Provide administrative support to Student Services Team and Academic Director
 - b. Respond to inquiries from faculty regarding available academic programs and services, both in-house and from a list of external services.
 - c. Collaborate with faculty to facilitate the implementation of academic support programs, including Social Support, Therapeutic & Remedial Support, and Behavioral Support.
 - d. Student Incident Reports: reviewing, filing, ensuring appropriate communication with teachers, parents, AD/SS team
 - e. Student Observational / Behavioral Reports: reviewing, filing, reporting on trends
 - f. Interim Reports: reviewing, filing, reporting on trends
 - g. Student Learning Profiles: collecting documentation from teachers, parents, outside assessments agencies; reviewing, creating Student Learning Profiles for review by AD/SS, communications with appropriate faculty, filing; creating SLP Snapshots, distributing to teaching faculty, filing in classroom blue folders
 - h. Maintaining an updated file on outside professional resources, therapists, etc.
 - i. Maintaining records of current student internal support needs, schedule, progress
 - j. Monitor and report on student progress, identifying those in need of additional assistance.

- k. Coordinate tutoring services and study groups to enhance student learning.
 - l. Assist in the preparation and distribution of educational materials from Student Services and Academic Director as needed.
2. Teacher Education Support (occasional)
 - a. Assist with organizing and coordinating academic events, workshops, and seminars.
 - b. Researching and emailing available trainings to teachers
 - c. Maintaining training needs for each teacher
 - d. Maintaining records of attended trainings
 3. Parent Education Support (occasional)
 - a. Researching available training and communicating to AD
 - b. Organizing trainings, to include room setup, childcare arrangements
 - c. Maintaining records of support offerings
 4. Academic Director Support (15 hrs/wk)
 - a. Provides administrative support and assistance to the Academic Director, helping organize communications, schedules, preparing reports, collecting and organizing data, placing orders, and managing routine tasks.

General other duties and expectations:

1. Adherence to school procedures and policies, as described in the Faculty Handbook, at all times.
2. Attending work weeks in June and August.
3. Attendance at Departmental meetings and Full Faculty Meetings as needed – set in advance.
4. Attendance at appropriate trainings/conferences as agreed with the Academic Director.
5. Informing the Academic Director immediately in the event of an unplanned or emergency absence.

Accountability:

The Academic Support Assistant reports to and receives support from the Academic Director.

Personal qualities, knowledge, and skills needed:

1. Bachelor's degree in education, administration, or related field preferred.
2. Ability to work collaboratively with diverse groups of students and faculty
3. Strong organizational and communication skills
4. Efficient, well organized and detail-oriented
5. Strong computer and Internet research skills
6. Expert at developing and maintaining filing systems, both hard copy and online
7. Proficient in using office software and educational tools, such as Microsoft Office, Outlook, Google Docs

8. Ability to coordinate projects as needed
9. Detail-oriented and capable of maintaining confidentiality
10. Ability to use initiative and be self-motivating
11. Working with empathy and cultivating a sense for the higher self of each child, student, parent, and colleague in the school
12. Familiarizing and/or deepening an understanding of the Waldorf program and anthroposophy
13. Previous experience in academic support or related roles preferred.

Hours/Rate:

This position will work 35 hours/week at the rate of \$18-22 per hour.

Belongs to:

Administrative division, attending Student Services meetings, Departmental meetings (as needed), and Full Faculty meetings.

Nondiscrimination statement:

The Waldorf School of Baltimore does not discriminate on the basis of sex, race, color, religion, sexual orientation, or national or ethnic origin in the administration of its educational program, admission policies, financial aid policies, employment practices and other school-administered programs.