



Title: Academic Program Manager
Reports to: Director of Education and Learning
Status: Full time, exempt, 12-month position
Start Date: Summer 2023

About Woodstock Day School

Founded in 1973, Woodstock Day School (WDS) is a progressive, independent school set on a 40-acre campus in New York's Hudson Valley. Located midway between the towns of Woodstock and Saugerties and roughly two hours north of Manhattan, WDS is a board-certified member of the New York State Association of Independent Schools and offers a unique and inclusive educational experience to approximately 200 students from nursery school through grade twelve.

WDS believes that there is no such thing as an "average" student, and our combination of purposefully small class sizes, intensely committed faculty and a culture of individual respect empowers our students to aim high, shape and achieve their personal goals, and prepares them to make a positive difference in a complex world. Added to the program in 2003, our middle and upper schools offer outstanding programs for grades 6-12, helping students discover their passions, achieve academic and personal excellence and demonstrate a commitment to service. WDS actively seeks to build a diverse community of educators.

Summary

The Academic Program Manager ("APM") manages a wide range of aspects of the daily and annual academic program for students, faculty, and administrators at WDS. The APM is directly supervised by the Director of Education and works closely and collaboratively with all members of the administrative leadership and with faculty. The APM is responsible for managing scheduling, conducting

registrar functions, and providing general management and administrative support to the academic program. The APM is a member of the Academic Leadership Team and Operations Team. Ideal candidates are excited about working in a school community that values progressive education and have demonstrated an interest in addressing issues of diversity, equity, and inclusion within and outside the classroom.

Key Responsibilities

- **Manage and maintain the Nursery School through Grade 12 schedule in the school's Student Management System throughout the year. Tasks associated with this responsibility include but are not limited to:**
 - Creating courses/classes;
 - Setting-up the grading processes and quarterly and semester reports, including qualitative and/or quantitative data;
 - Scheduling all students and addressing any conflicts;
 - Creating and scheduling faculty teaching periods and duties (lunch duty, bus duty, parking lot duty, study halls/language labs, academic support periods, special programs, etc.);
 - Creating, adjusting, and disseminating to faculty and staff a two-hour delay schedule for all grades;
 - Scheduling specials, electives, survey students, and assigning classes;
 - Maintaining a comprehensive calendar of all school events, activities, programs, and field trips;
 - Coordinating with faculty at intervals throughout the year to ensure that all class lists are correct and up to date;
 - Managing the scheduling and sign-ups for Parent Teacher Conferences;
 - Creating and disseminating the schedule for curriculum nights to both faculty and parents;
 - Assisting the Dean of Students in scheduling student clubs;
 - Adjusting the schedule survey in coordination with the Dean of Students and the Upper School Student Council. Reviewing all surveys with the Dean of Students to incorporate changes into the upcoming school schedule;

- Printing and sorting all Middle and Upper School student schedules by advisor to be handed to students as needed throughout the year
 - Scheduling Academic Leadership Team and Child Study Team meetings, faculty, meetings, and set-up and clean-up weeks; and
 - Other scheduling responsibilities and tasks, as assigned.
- **Serve as the school's registrar by completing transcript requests, checking current/new student transcripts, credits and classes, and keeping track of each students' graduation requirements. Tasks associated with this responsibility include but are not limited to:**
 - Working with the Director of Admissions and Outreach and the Director of Education and Learning to follow up as needed with schools to ensure that students' transfer credits are aligned with WDS graduation requirements;
 - Entering all data for new students into the Student Management System;
 - Working with the Director of Education and Learning if a new or enrolled student is in need of additional credits in order to complete WDS graduation requirements;
 - Reviewing all outgoing transcripts and working to adjust as needed, ensuring all classes and credits are represented;
 - Following up with the Director of Education and Learning on any residual incompletes for Middle or Upper School students throughout each quarter/semester; and
 - Other registrar responsibilities and tasks, as assigned.
- **Manage a wide variety of administrative, logistical, and technological needs of the academic program. Tasks associated with this responsibility include but are not limited to:**
 - Conducting radio-check in each morning;
 - Setting up and maintaining attendance, progress monitoring, and qualitative and quantitative reports in the Student Management System;
 - Attending and taking notes at all Academic Leadership Team and faculty meetings;
 - Managing and assigning substitute coverage (both internal and external), in collaboration with the Office Manager, Director of Education and Learning, and Division Directors;

- Serving as an internal substitute for select classes on days with heavy faculty absences;
- Assisting with updates to the Parent and Student Handbook, Faculty Handbook, WDS Course Guide, academic sections of the website, and other important school documents and resources;
- Assisting in ensuring that all academic-related resources in the faculty, student, and parent portals are accurate and up to date;
- Design, deliver, and compile surveys evaluating the effectiveness of various components of the educational program;
- Providing general administrative and project support to the Director of Education and Learning and Division Directors, as needed;
- Providing coverage for the front office, as needed;
- Coordinating the hiring process for faculty, including faculty job descriptions, resume management, scheduling interviews and demo lessons, etc.;
- Training and supporting teachers in using the faculty portal and the Student Management System;
- Coordinating textbook and library book orders with the New York State Loan program;
- Oversee ongoing inventory and ordering of classroom supplies related to education and learning;
- Assigning lockers for Middle and Upper School students; and
- Other academic program management responsibilities and tasks, as assigned.

Qualifications

- Bachelor's degree in education or related discipline required. Master's degree preferred.
- Minimum of 3 years teaching experience and/or experience working in school administration in a K-12 setting. Experience working in a private school environment is ideal, but not required.
- Expertise and facility with technology; ability to quickly learn new applications. Prior experience working in Veracross is ideal.
- Strong organizational and project management skills are essential. Candidates should be detail-oriented and be able to manage complex projects on tight deadlines.
- Ability to work effectively and collaboratively within a team.

- Maintain high professional standards in written and verbal communications.
- Willingness to take initiative, think creatively and outside of the box, and ability to work calmly under pressure.

How to Apply

To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, contact information for three references and salary requirements via e-mail to careers@woodstockdayschool.org. Please include **Academic Program Manager** in the subject line.

The Woodstock Day School is committed to a work environment in which all individuals are treated with respect and dignity. WDS prohibits all forms of unlawful discrimination, harassment and retaliation, including behavior which targets an individual or group based on perceived or actual characteristics, such as but not limited to: race, color, religion, creed, sex (including pregnancy, childbirth and related medical conditions), national origin, age, disability, military service, veteran status, marital status, partnership status, sexual orientation, familial status, gender identity, gender expression, transgender status, genetic predisposition or carrier status, alienage, citizenship status, caregiver status, status as a victim of domestic violence, sex offense or stalking, unemployment status, status as a certified medical marijuana patient or any other legally protected classification.