



Rowland Hall: Upper School Administrative Assistant 2021-2022

School Overview

Rowland Hall is an independent school in Salt Lake City serving over 950 students in preschool through twelfth grade. Driven by our vision of inspiring students who make a difference, Rowland Hall sets the standard for teaching and learning excellence in a warm, inclusive environment where students form meaningful relationships that cultivate confidence and self-discovery. Transformational academic and co-curricular programs including experiential learning opportunities, self-expression through the arts, and a competitive athletic program ensure students are challenged both inside and outside the classroom. We foster curiosity, compassion, and joy throughout the learning process and graduate young adults who know how to think critically and live with purpose.

Located near the base of the stunning Wasatch Mountain Range and adjacent to the University of Utah, a world-class research university and medical center, Rowland Hall attracts a diverse community of families. The school focuses on recruiting and retaining high-quality employees by offering extensive professional development opportunities, salaries that are competitive with local districts and market rates, and a close-knit, supportive community.

Lincoln Street Campus and the Upper School

Rowland Hall Middle School (grades 6-8) and Upper School (grades 9-12) make up the Lincoln Campus and serve a combined 500+ students with a focus on academic, emotional, and social growth as developmentally appropriate. Each division promotes a strong culture of professional growth, collegiality, and collaboration for teachers. The Upper School, in addition to an excellent college preparatory academic program, has extensive co-curricular offerings in arts, athletics, community engagement, leadership, and internships. Upper School signature programs include the Rowmark Ski Academy, a nationally ranked debate team, an award-winning literary magazine, *Tesserae*, and several partnerships with the University of Utah and other local organizations. The Upper School runs a 1-1 laptop program. Teachers in both divisions use the Canvas learning management system and Veracross as a student information system.

Position Summary

- Serve as the first point of contact for visitors to the school. Field and forward phone calls to the appropriate people. Know school policies, procedures and rules in order to effectively support student, parent, and staff questions and needs.

- Manage student and faculty attendance, including record keeping and communication with families about planned and unplanned absences and tardies. First point of contact for usattendance@rowlandhall.org email address.
- Update and manage student files in conjunction with the admission team and registrar, especially as students arrive new to the school or from the middle school, and ensure that records are complete.
- Assist principals with daily tasks, such as scheduling requests, reserving spaces for meetings and events, and tracking visitors and deliveries. In winter and spring, help to manage candidate files for open positions.
- Collaborate with upper school staff and principals on major events and projects, including field trips, Back to School Night, Parent-Teacher Conferences, and Graduation.
- Work on special projects as needed with office staff, administrators and departments. This may include updating the welcome TV daily with announcements and photos, proofreading various communications for admin, including grades and comments (in collaboration with advisors and the office team).
- Collaborate with the school nurse to collect and organize emergency forms, immunization records, and other required materials from families at the start of school. Manage reminders, updates, and changes. Work with the nurse to assist with minor student and staff health needs.
- Track consequences for minor disciplinary infractions, including record keeping and student notification. Work closely with the Assistant Principal to keep apprised of issues.
- Schedule and track substitute needs for upper school teachers, including payroll. Assist with hiring substitute teachers.
- Distribute daily mail and order supplies for the main office, faculty lounge, and first aid closet.
- Update and maintain major assessments calendar.

The Ideal Candidate

All candidates should have excellent interpersonal skills, a sense of humor, and an interest in engaging in the school community, while advocating for students, supporting parents and caregivers, and collaborating with faculty and staff. In addition, they should:

- Possess strong, supportive communication skills;
- Enjoy interacting with teens;
- Be comfortable interacting with faculty, parents/caregivers, and staff who may have questions, concerns, and/or requests;
- Have an excellent sense of organization and attention to detail;
- Be able to work independently and perform assigned tasks with limited supervision;
- Be a self-starter;
- Have proficiency with technology and able to quickly learn new tools, applications, and databases, ie: Google applications, Veracross, Canvas, and Paycom;
- Have the ability and desire to support and promote the mission statement and values of the school;

- Have a proven track record in terms of collaborating and showing a commitment to continued professional growth;
- Work successfully with students, families and colleagues from a range of cultural backgrounds and belief systems.

This is a full-time, ten-month, non-exempt position beginning August 1, 2021, and reports to the Upper School Principal. Training days may be added before August 1 if scheduling permits. The employee is not required to work during school breaks and for a large portion of summer.

To apply, please send a cover letter, resume, and list of references in a single PDF to usadminassistsearch@rowlandhall.org. For more information about the school, please visit www.rowlandhall.org.

Equal Employment Opportunity *Rowland Hall is an equal opportunity employer, and as such, believes that each individual is entitled to equal opportunity without regard to sex, color, race, ancestry, religion, national origin, sexual orientation, gender identity, age, physical disability, marital status, veteran status, or any other characteristic protected under federal or state anti-discrimination laws. Rowland Hall's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions, and privileges of employment.*