



# SACRED HEART PARISH & ACADEMY



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**Position Title:** Administrative Officer (Developmental to Dean)      **Position Category:** Administrative/Teacher

**Position Status:** 1. Full Time      2. Salary      3. Benefit Eligible

**Immediate Supervisor:** Headmaster      **Department:** Lower School

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**Position Summary:** The Administrative Officer is a faithful practicing Catholic who will work as a member of the Academy Executive team for one year. After one year, the position will develop into the position of Dean of Faculty and Students for the Lower School. The first year responsibilities of the position include assisting the Headmaster and lower school lead teacher with ensuring the efficient and effective execution of the SHA mission to assist families, form Catholics and cultivate culture in the lower school, Montessori through fifth grade. It is anticipated that on becoming a Dean, position would include part-time teaching responsibilities.

## Essential Duties & Responsibilities:

- Provide oversight of all academic support issues regarding lower school students
- Manage lower school student discipline program
- Oversee all lower-school recess
- Substitute teach for lower school teachers as necessary
- Onboard new lower school students
- Communicate with lower school parents regularly regarding discipline or academic issues
- Perform tasks assigned by the Executive Team (Headmaster and Upper School Deans)
- Work closely with lower school lead teacher
- Check-in daily with lower school teachers
- Lead lower school assemblies
- Serve as mentor and leader to and observe and evaluate lower school teachers
- Lead lower school staff meetings (develop agenda)
- Attend parent/teacher conferences and after-hour evening and weekend Academy functions as directed
- Assist with all major Academy fundraisers (auction, WestFest, or similar events)

## Qualifications:

- Bachelor's degree
- 3-5 years experience in classical school
- Practicing Catholic willing to sign an oath of fidelity to the Church

## Skills:

### *Required*

- Demonstrated leadership ability
- Love of great children's literature
- Exceptional written and oral communications skills and strong attention to detail
- Skilled in Google Suite and/or MS Office Suite
- Demonstrated ability to work independently, as well as on a team
- Strong organizational and interpersonal abilities
- Ability to self-teach digital technology interfaces
- Desire to grow personally and professionally

### *Preferred*

- Strong grasp of history
- Aptitude in Latin
- Strong catechetical background

**To Apply:** Send cover letter, resume, three professional references and salary requirements to Sean Maltbie  
[smaltbie@sacredheartgr.org](mailto:smaltbie@sacredheartgr.org)