

Assistant Dean of Program Support



The Assistant Dean of Program Support position is created for January 3, 2022, through May 31, 2022, with the understanding that this position will be a training opportunity and will lead into the Dean of Program Support position on June 1, 2022. The majority of the responsibilities for Assistant Dean of Program Support relate to registration, Sycamore, and graduation.

The Assistant Dean of Program Support shall:

- Make oneself available to answer prospective students' questions
- Work with Office Manager and Dean of Academics to develop and distribute course catalog, course schedule, and other registration information
- Assist in creating and effectively communicating registration information
- Work with the Dean of Academics to check enrollment forms for enrollment errors or schedule problems
- Work with Office Manager to input, update, and distribute student schedules with course names, teachers and room numbers
- Complete schedule changes in Sycamore and in roster
- Work with Director of Technical Support to ensure that teachers and families are trained in the use of Google, Microsoft, and Sycamore
- Post grade cards (Sycamore)
- Monitor teachers' weekly input of attendance (Sycamore)
- Input new student information and schedule into database (Sycamore)
- Input transcript information showing courses, grades, and credits after approval from Dean of Academics (Sycamore)
- Request transfer records for new students from other schools
- Serve on the graduation committee (Administrator and Deans) and help to coordinate senior week, graduation celebration, and graduation
- Maintain ongoing evaluation of senior grades, courses, and graduation requirements
- Get correct spelling of names for diplomas and order diplomas, stoles, stickers, and cords
- Process student transcripts when requested
- Complete other tasks as assigned

Minimum Job Qualifications

- Is a consistent witness for Jesus Christ; maintains a courteous, Christ-like attitude in dealing with people within and outside of Lighthouse Preparatory Academy
- Demonstrates behaviors aligned with Lighthouse Preparatory Academy's core values and mission statement
- A bachelor's degree preferred
- Excellent written and verbal communications skills
- Proficiency in Microsoft and Google products

Job Expectations

- Average of 15 hours weekly (Jan. 3, 2022 – May 31, 2022)
- Report to the Dean of Program Support but will also work with Administrator and other Deans

Job Reimbursement

- \$3,750
- All children receive 20% tuition reduction at Lighthouse Preparatory Academy