



Columbus Academy

Special Programs Coordinator

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

The Position: Columbus Academy seeks a full-time (40 hours/week) Special Programs Coordinator with responsibilities to begin on or before January 3, 2023. This position is on-campus Monday through Friday, 9:00 a.m. – 5:00 p.m. *Summer hours subject to change.*

Qualifications (preferred candidates will possess the following qualifications):

- Bachelor's degree
- 3+ years Customer Service
- Ability to manage a student database
- Familiarity with Google Drive including Docs, Forms, Sheets, etc
- Experience and comfort with parent communication via telephone, email and in-person interactions
- Experience and comfort in working with children
- Ability to collaborate with others and to creatively solve problems
- General understanding of graphic design regarding brochures, booklets, printing, and distribution
- A reflective practitioner, committed to a continuous process of self-improvement, innovation and lifelong learning
- Enthusiasm, a positive sense of humor, self-confidence, and effective oral and written communication skills

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- Manage daily communications to and from the Special Programs Department via email and phone with parents and teachers
- Willingness to complete tasks as assigned including but not limited to general office duties, summer teacher supply orders, staff lunch orders, campus tours, vendor communication, and the like

- Creation and distribution of information and materials campus-wide
- Collaborate with departmental colleagues weekly on projects, deadlines, policy updates, and more
- Work with others in the school community on various collaborations including CA's Communications Department, Business Office, Lower School Office and Athletic Department
- CASE (Children's After School Experience) and ASA (After School Activities) duties as assigned, including but not limited to CASE billing, ASA Check-In, and CASE Lead substitution
- Support Director of Special Programs in facility rental processing

Physical Conditions (candidates must be able to manage the following conditions):

- Office environment
- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of a computer keyboard)
- A non-smoking campus

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

To Apply: Interested candidates should apply online at columbusacademy.org/apply.

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.