

GSA Administration 2020-21

In most private and independent schools, the Board of Trustees turns over the school's daily operations to a Head of School, who in turn appoints administrators. The work of administrators is to manage and support daily operations, so that students and teachers can experience the best possible teaching and learning outcomes. While some administrative positions are full time, others are part time. In some cases a part-time teacher also has administrative duties. Currently GSA has 8 full-time administrative positions and 10 part-time positions (between 1/6 time to 3/4 time) paid for with public money..

Position	Duties
Head of School (Full time)	A combination of a superintendent and a principal; also responsible for fundraising
Executive Assistant to HOS (Full time)	Assists HOS with scheduling, secretarial tasks, and special projects; manages substitute teachers; data reporting to DOE and other organizations; works with Board of Trustees
Assistant Head of School (Full time)	Assists HOS in all operations of the Academy; oversees all outside-of-class student programming; Title IX Coordinator
Dean of Curriculum and Instruction (2/3 time)	Oversees all academic programming; chairs Curriculum Committee; sets in-service agendas; oversees faculty professional development and conducts faculty evaluations; hires new teaching staff
Dean of Students (2/3 time)	Responsible for all non-academic aspects of student life, including Student Council, handling disciplinary issues; oversees the advisory program and the practical life skills curriculum
Director of College and Career Counseling (Full time)	Works with 11 th and 12 th grade students to figure out and pursue post graduation paths; liaison with colleges and trade schools; oversees college scholarship program
Director of Finance and Operations (Full time)	Oversees all financial aspects of the Academy
Director of Athletics (3/4 time)	Oversees the Athletic program
IT Director (1/4 time)	Oversees infrastructure of school's network and student computer program; management of databases; troubleshoots tech problems
Director of Maintenance (Full time)	Oversees all building maintenance, custodial services, and grounds; supervises maintenance staff
504 Coordinator (1/2 time; added 2020-21)	Provides academic support, runs and schedules all required meetings for 37 504 students
Special Education Liaison with Unions 76 and 93 (1/4 time)	Provides academic support, runs and schedules all required meetings for 35 IEP students
School Nurse (Full time)	Oversees all health and wellness programs and services, oversees all Covid-19 related issues
Social Worker and School Counselor (1/5 time)	Provides emotional/psychological support to students
Registrar (4/5 time)	Handles all student records and transcripts and required reporting
Reception and Attendance Clerk (Full time)	Oversees attendance, handles front desk and phone, coordinates Covid-19 prescreening with nurse
Admissions Officer (1/2 time)	Handles local admissions events and registrations
Director of Food Services (3/4 time; paid through cafeteria revenue)	Oversees all food and dining services, including the reduced lunch program and food delivery program
Remote Learning Coordinator (1/2 time; 20-21 school year only)	Serves to support and troubleshoot for students and teachers doing online classes during our hybrid schedule
NEASC Accreditation Coordinator (1/6 time; 1/21-4/22)	Coordinates the 10-year reaccreditation process, which for us will take place in Spring 2022. This person will start in 2021, ends after the visit

The administrators listed above are paid for by public tuition revenue because their work is directly essential for the well-being and success of students and teachers.

The following administrators focus on GSA’s boarding program, or on external programs such as fundraising, alumni relations, and communications. These administrators *are not paid for with public tuition money*.

Director of Admissions	Recruits and enrolls boarding students
Director of Residential Program (1/3 time)	Oversees all aspects of the residential program
Residential Life Assistant (1/2 time)	Handles parent communications, medical appointments, and travel arrangements for boarding students
Director of Advancement	Responsible for all Academy fundraising, including annual giving, planned giving, capital campaigns, and special projects
Director of Communications	Handles all Academy communications, including press releases, social media, website, weekly bulletin, publications
GSA Fund and Alumni Relations Director	Oversees GSA Fund and alumni programming
Advancement Special Projects (1/2 time)	Works with HOS on research and communications related to fundraising and external communications
Advancement Associate	Handles fundraising database management and entry