

ADMINISTRATIVE OFFICES AND AREAS

MANAGERIAL

Headmaster

Personnel

Communications

Secretary

Asst. to Headmaster

Help with calendar, correspondence, appointments, agendas and presentations

ACADEMIC

Assistant Headmaster

Curriculum

Student Affairs

Discipline

Special Events

Division Heads

Managing Faculty, Students, and Curriculum in one division

Testing (ERB, PSAT, SAT, AP, etc.)

Department Heads

Overseeing vertical unity in one subject area

OPERATIONAL

Registrar

Academic Records

Director Admissions

Admissions

Director of Operations

Payroll

Reimbursements

Insurance

School Nurse

Medical Records

Director of Facilities

Maintenance

Director of Development

Marketing

Publications (Calendars, newsletters)

Fundraising

COMMUNITY

Parent Organization

Lecture Series