**Macintosh HD:Users:PMA_Macbook:Desktop:Templates.pdf**

**Job descriptions**

**Note: Instructions are in blue.**

**Write a job description for each role you have on the organizational chart. You can use bullet points, key words, or full sentences to describe each role. The job description must include all the tasks of one given role. The name of the person currently filling the role can be written or omitted.**

**School director:**

* Sets the vision of the school, its mission and its goals
* Creates a strategic plan to grow the school
* Provides leadership for all employees
* Develops school strategies, procedures and policies
* Hires new employees
* Reviews the success of the school on a regular basis
* Finalizes the budgets

**Business manager:**

* Creates a strategic plan to grow the school
* Negotiates contracts
* Administers business policies
* Develops strategies to improve efficiency of operations
* Oversees costs
* Sets financial priorities
* Establishes price structures

**Bookkeeper:**

* Prepares taxes
* Advises on law changes
* Oversees day-to-day accounting functions
* Prepares projections and budgets
* Prepares accounting reports

**Marketing advisor:**

* Reviews best practices
* Offers suggestions for more visibility
* Creates and implements marketing plan
* Supervises all marketing materials
* Manages social media
* Reviews results of marketing campaigns and adjusts strategies
* Trains team on effective use of social media
* Conducts and analyzes market research
* Helps decide which technologies to adopt
* Develops brand

**Webmaster:**

* Designs and updates website
* Monitors website
* Drives SEO
* Collaborates with marketing advisor to create content
* Helps decide which technologies to adopt
* Develops brand

**Admission coordinator:**

* Interviews prospective students
* Processes new applications
* Has all students sign relevant documents
* Explains school policies and procedures to prospective students
* Prepares student files
* Oversees enrollment numbers
* Monitors capacity for the teacher training program
* Prepares admission packages
* Answers inquiries from prospective students
* Establishes and implements sales strategies

**Program Director:**

* Designs, builds and updates the teacher training program
* Updates manuals
* Supervises and trains teacher trainers
* Conducts performance reviews
* Schedules courses
* Creates and updates assessments
* Reviews curriculum
* Leads staff meetings
* Oversees teacher trainers training and professional development
* Provides educational service and academic support to students
* Ensures the quality of the teaching strategies in the classroom

**School Coordinator:**

* Hands manuals and materials to students
* Updates students files
* Receives logs
* Manages scheduling
* Participates in the control of the equipment

**Teacher trainer:**

* Teaches the program
* Advises and mentors students
* Assesses students
* Updates students progress reports
* Provides ideas on how to update and review the curriculum
* Reviews students files to be familiar with each profile
* Gathers student feedback on the school on a regular basis

**Front desk staff:**

* Welcomes students
* Helps with daily requests from employees and students
* Ensures water, paper toilet and towels are available
* Helps clean the facilities