

## UrbanPromise Wilmington Job Description

### Vision

The vision of UrbanPromise is to be a community in Christ of servant leadership and transformation, seeking a full life for all involved: urban youth, families, staff, and volunteers, in the neighborhoods of our city.

### Mission

The mission of UrbanPromise is to equip urban youth through Christ with the skills necessary for academic success, life management, personal growth and servant leadership.

<b>Job title</b>	<i>Administrator, UrbanPromise Academy (part-time/ 20hrs weekly)</i>
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<b>Reports to</b>	<i>UPA Principal</i>
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### Job purpose

The UPA Administrator is responsible for ensuring that the day-to-day operational systems of UrbanPromise Academy run with consistency, integrity, and excellence. He/she manages the administrative processes that govern student attendance, academic accountability, scholastic infractions, and tuition collection. The Administrator serves as the operational backbone of the Academy — ensuring that data is accurate, families are informed, staff are supported, and policy is upheld — so that the Principal is freed to lead, develop staff, and advance the mission.

**Duties and responsibilities - Staff members are expected to strive for transformative quality in everything they undertake.**

- **Foster Community in Christ**

- Engage in personal spiritual development (get a mentor, bible study, prayer and the like)
- Participate in staff spiritual practice events (prayer, discipleship, bible study and the like)
- Support and engage in safe practices
- Hold reporting staff accountable in UrbanPromise Wilmington's discipleship expectations
- Engage in professional development through staff retreats, training, and team building events
- Invest and support, through actions and attitudes, the UPW community
- Actively pursue UPW support raising goals through relationship development, support letters, fig trips and the like
- Have fun

- **Manage School Operational Systems**

- Oversee and execute the daily attendance process across all platforms (Alma and Academy Systems) by 8:00 AM each school day

- Update lates, early dismissals, and excused absences in real time throughout the school day in accordance with Academy policy
  - Contact families of absent or late students by 8:30 AM daily via call and text, communicating student count, policy reminders, and implications
  - Monitor and input scholastic infraction (SI) data from Google Chat into Academy Systems daily by end of day
  - Send weekly grades for all classes to students and families each Friday by 7:00 PM, including Achievement Session status and instructions
  - Execute the full monthly tuition collection cycle: reminders, receipt management, balance updates, overdue notices, and enforcement
  - Generate and distribute quarterly report cards in Alma — both physical copies and digital via family portal
  - Maintain accurate, up-to-date records across all systems: Alma, Academy Systems, grade sheets, and tuition spreadsheets
- **Enforce Student Accountability Policy**
    - Apply the full attendance policy framework: assign lunch detentions at every 2 unexcused lates, coordinate agreement meetings at 5, 6, and 7 unexcused absences
    - Coordinate and attend agreement meetings with families, the Principal, Dean of Students, and Family Group Leader within prescribed timelines
    - Hold students in office when policy requires — at 5+ unexcused absences without a meeting scheduled, or at 7+ days of unpaid tuition without a principal meeting
    - Enforce the Achievement Session process for students reaching 5+ scholastic infractions in a week: notify families, track progression, and escalate Week 3 students to the Director
    - Enforce the Help Session process for students with grades below 70 or 5+ SIs in a week: notify families, track status, and communicate exit criteria
    - Maintain clear records of all policy enforcement actions, escalations, and meeting outcomes
- **Communicate with Families and Students**
    - Serve as the primary point of contact for family communication related to attendance, grades, scholastic infractions, and tuition
    - Contact families by call, text, and email according to the communication timelines established in Academy policy
    - Ensure families respond to all Achievement Session and Help Session notifications — escalate to phone call when text or email goes unanswered
    - Communicate tuition expectations, balances, payment methods, and overdue notices to families monthly
    - Maintain a tone of partnership in all family communications — the goal is parental investment in student success, not compliance alone
- **Support and Communicate with Staff**

- Communicate attendance flags (4, 5, 6, or 7 unexcused absences) to all staff via Signal promptly when thresholds are reached
  - Prepare and present a written SI and attendance summary at each weekly staff meeting: who is on Achievement Session, how many weeks remaining, who is approaching thresholds
  - Communicate Help Session rosters to all staff each week: who is on, why, and for how long
  - Coordinate with teachers on grade submission deadlines and escalate missing grades to the AP or Principal before Friday distribution
  - Partner with Mr. Manley and/or Ms. Wurmbach on Alma report card generation and training as needed
- **Supervise and Develop Support Staff**
    - Directly supervise support staff, providing clear expectations, consistent feedback, and regular check-ins
    - Ensure the Admin Duty Aid process systems are being executed accurately and on schedule — daily, weekly, and monthly
    - Train and onboard new support staff using existing process documentation as the baseline
    - Identify gaps or breakdowns in operational systems and develop solutions in partnership with the Principal
    - Model excellence, integrity, and servant leadership in all administrative work
- **Strive for Best Practices**
    - Continuously evaluate the consistency and effectiveness of administrative systems using data trends (attendance rates, tuition collection rates, SI patterns, Achievement Session recidivism)
    - Recommend improvements to processes, tools, and communication protocols based on observed outcomes
    - Ensure that all administrative systems reduce dependence on any single individual and can function with a substitute or backup
    - Research and apply best practices in school administration, student accountability, and family engagement

**Direct reports**

- **Support Staff**

<b>Approved by:</b>	
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<b>Date approved:</b>	
<b>Reviewed:</b>	

5/2026