

Rationale for request for full time Administrative Assistant position

What is Bellamy Academy?

Bellamy Academy at Dover High School is a program that services students with specific disabilities in an alternative setting. Bellamy Academy is part of Dover High School but is housed in a separate building directly across the street. Bellamy Academy services up to 24 students from Dover as well as surrounding communities. Our staff consists of the Dean of Students, 3 regular education teachers, 1 special education case manager/teacher, a school counselor, a paraprofessional and an administrative assistant. Students come to Bellamy Academy who have not been successful within the larger educational setting and who require extra supports to enhance their ability to be successful in a variety of areas.

Why am I requesting a full-time/school year Administrative Assistant?

- Position was originally full-time
- All other positions within the program are full-time
 - There is a need for the position to be full-time
 - Requested each year

Relationship to Strategic Plan:

Student Support and Wellness:

This is one of our main priorities at Bellamy Academy. Our students have complex social/emotional needs. It is crucial for us to be proactive when it comes to meeting these needs. Each day our students can enter our building with a variety of issues they need support with. Having an Administrative Assistant in the building as we start each day will assist me to identify and handle any immediate student or family needs quickly. Also, it is crucial that we have timely and accurate attendance for our students.

Community Understanding and Participation:

We work closely with outside agencies, transportation companies, surrounding districts and families. We have people attempting to communicate with us as soon as school opens and after students leave. The absence of an Administrative Assistant before and after the daily bell rings sends a message of inaccessibility with our program. As we work on improving our culture and reputation within the community this is not the perception we desire.

Social, Emotional, Physical:

The social/emotional/physical needs of our students are everchanging. Oftentimes I may be involved in a meeting, phone call or out of the building for other duties in the mornings or

afternoon. The presence of an Administrative Assistant who can triage issues and communicate with me in my absence is extremely important.

Developing building capacity/Complexity of work:

Our program has been developing and growing its culture and reputation. As a result, the duties of the Administrative Assistant have also grown/evolved. This position is responsible for both office based duties as well as interfacing with the students and the public. The position requires increased time daily to complete all the required duties.

Safety:

This is paramount. I generally open/unlock the building by 6:40 daily. Students arrive right away, sometimes waiting for me at the door. I leave the door unlocked so students can arrive (I cannot hear the phones or buzzer from my office). I am alone in the building with students until the teachers arrive (by contract, 7:20). I am often in early morning family or student meetings and unable to supervise the students who arrive. Having the Administrative Assistant here full-time would reduce the vulnerability that currently exists. This is also an issue at the end of the day. I often attend meetings off site and teachers leave at 2:30. If students do not have transportation or require some type of intervention it leaves me to deal with it in isolation or without information.

Changing demographics/student needs:

All schools are dealing with complex students and families. Bellamy Academy serves those with the most complex needs. Having all staff on a full-time basis will improve the consistency within our program that our students and families need.

Past/future:

This position was originally full-time. It was reduced in 2008/2009 to 27.5 hours when a staff change occurred. The new Administrative Assistant was told it would only be part-time for her first year and then increased. This never occurred. That person transferred to a full-time position a couple of years ago within the district due to family needs. The new Administrative Assistant has been at Bellamy Academy for many years in different capacities. She left on Friday to move in to a full-time position elsewhere due to family needs. We have lost 2 great professionals, who had expertise with this special population, due to the position being part-time. Having a full-time position may result in increased longevity.

Thank you for your consideration!