

Job Posting Description

Title: Administrative Assistant to Head of Elementary

Department: Administrative

Reports to: Head of Elementary

Status: Non-exempt (hourly)

Updated: 7/1/2021

General Summary

A full-time, 12-month position reporting to the K-5 Head of Elementary, the Administrative Assistant works as a member of the three-person administrative assistant team to ensure that all tasks/duties are completed and that the department meets performance goals. Duties and responsibilities include but are not limited to customer service, administrative support for the K-5 Head of Elementary, front desk administration, providing first aid and care to injured or ill students, assisting with events, covering breaks and lunches, and light janitorial office duties.

Essential Functions

Customer Service

- Serve as the face of the school, including providing excellent front facing customer service in person and via phone and email
- Act as a first point of contact for Customers entering the building, greet visitors, and follow school check-in/out procedures for students, visitors, and volunteers
- Arrive on time at 7:00 AM to have the Hilltop office open and ready to receive staff, students, and parents.
- Assist a wide variety of customers including parents, students, teachers, staff, vendors, and volunteers with a range of needs
- Act as a point person for community inquiries, stay informed and abreast of school events, updates and happenings

Supporting the Head of Elementary

- Act as first point of contact for access to the Head of Elementary
- Provide customer service, take and distribute messages, use discretion to direct inquiries to the appropriate resource
- Organize and distribute mail to the Head of Elementary
- Manage calendar for the Head of Elementary, schedule appointments including parents, teachers, and other administrative staff
- Manage appointments throughout the day including timekeeping and reminders
- Coordinate all travel and meeting arrangements
- Complete general administrative duties, such as email communication, document revision, proofreading, Excel spreadsheets, presentations, letters, and phone calls
- Assist the Head of Elementary in managing the teacher evaluation system through iSolved MOJO Performance System
- Manage reimbursement and purchase order requests
- Manage the Head of Elementary Coffee time with parents
- Assist and edit "In the Loop" Employee Newsletter
- Find Substitutes for teachers (Grades 1-5/English/Specialists) as needed
- Manage projects or tasks as assigned that may include iSolved MOJO's Evaluation scheduling
- Update/manage iSolved MOJO's system for Faculty. Train faculty staff as needed, assist with forms creation
- Coordinate with the EC Administrative Assistant to co-manage Parent-Teacher conference set up process in Blackbaud, train teachers as needed on the software system for fall and spring.

- Work with the scheduling committee to assist with coordinating schedules EC-5th
- Coordinate with the EC Administrative Assistant to manage classroom databases in Blackbaud.

Managing and Maintaining Student Files

- Commitment to FERPA compliance, manage and maintain student records including, creating, filing, archiving
- Manage and respond to records requests in a timely manner
- Maintain confidentiality where required with all student information and records

Front Desk Administration

- Order, organize and distribute office supplies for Hilltop and Learner's Hall
- Collect payments and student forms and route to appropriate departments
- Assist in creating tech request tickets to troubleshoot– Hilltop/Learner's Hall copier, phones, scanner etc.
- Filing – collect and file forms as needed, filing projects to support the the Head of Elementary, filing projects to support members of admin team
- Visitor sign-in/out logs, and on-line procedures
- Check students in and out of school, monitor attendance and call families of absent children
- Provide basic first aid and comfort for ill students, contacting the Health and Safety Coordinator as needed
- Organize and manage vendor lunch programs for the coming school year and manage updates
- Post Covid-Manage break room area, make coffee, keep area tidy, organize and maintain supplies
- Act as point person for communicating with facilities or custodian for urgent needs – water spills, restocking restrooms, bodily fluid clean up
- Responsible for updating Hilltop Front Desk Binder
- Act as a back-up for the Pavel Phone system support for Technology coordinator.

Events

- Assist with school wide events as needed
- Post Covid- Assist administrative team with setup and tear down of employee lunches or employee events, occasionally order food for such events
- Post Covid-Organize and set up Volunteers from outside the TIS Community, (Universities, H.S, and others)

Other Tasks

- Post Covid- Attend school-wide functions as requested
- Post Covid- Fills in to cover breaks and lunches for other administrative assistants
- Post Covid-Lunch Vendors-Organize lunch vendors for the coming school year. Monitor throughout the year and manage updates.
- Other duties as requested

Knowledge, Skills and Abilities

- Passionate about the mission and vision of the school.
- Self-motivated, proactive, resourceful and creative problem solver
- Strong organizational and project management skills with the ability to meet deadlines
- Commitment to excellent customer service and a positive attitude toward a front facing customer service position
- Collaborative team player who can work together with the admin team and work independently
- Attention to detail and ability to produce accurate information in the most efficient manner possible
- Ability to communicate effectively and professionally, orally, and in writing, with a broad range of internal and external constituents.
- Comfortable proactively learning new technology and suggesting technology related solutions.
- Advanced skills in MS Office (Word, Excel, PowerPoint)
- Experience with Google Suite (gmail, google docs, google calendar)
- Experience using photo editing software and photo organizing tools such as Picasa
- Advanced skills utilizing online database software and specific experience using Blackbaud is a plus

- Ability to communicate effectively with a diverse pool of personalities

Working Conditions/Physical Requirements

- During peak activity periods, this position may be requested to work in excess of 8 hours per day and/or 40 hours per week.
- Capable of quickly traveling to multiple locations on school campus including up and down hills, lifting or otherwise carrying 15 pounds, traveling up/down flights of stairs, standing and sitting for long durations, typing for continuous hours on a computer keyboard, and reading information on a computer screen.
- Post Covid- Ability to travel occasionally to attend off site events.
- Possess a valid driver's license and reliable transportation for off site events and transportation.

Required Qualifications

- High school or GED
- 1-3 years experience in an administrative support position, preferably at an educational institution
- Communicate fluently in written and spoken English

Preferred Qualifications

- Bachelor's Degree or equivalent experience
- Bilingual: Communicate fluently in written and spoken English and any of the languages taught at the school: Spanish, Japanese or Chinese
- Comfortable in an international community with experience living and/or traveling overseas and studying other languages
- Event planning experience