

## **ADMINISTRATIVE ASSISTANT**

The Administrative Assistant serves as a first point of contact for visitors, guests, and staff, and represents the school by greeting people, answering questions, referring individuals to the appropriate office or individual, sharing information, providing administrative support and maintaining secure entry to buildings. The Administrative Assistant must be able to exercise discretion and independent judgment, maintain confidentiality, and a friendly disposition in all interactions with staff and the public. Administrative duties include providing support to the Head of School and Admissions Coordinator and other administrative staff as needed.

Reports directly to the Head of School.

Responsibilities include:

### **A. Reception/Front Desk**

1. Answer phones and front door.
2. Maintain student and visitor log books, distribute security badges as necessary and maintain interior door security.
3. Ensure reception lobby, workroom, atrium, lost and found, kitchen, conference room, and front office are well organized and neat
4. Receive, sort and distribute all incoming mail; process outgoing mail and generate hold mail request during school breaks; maintaining staff mail boxes
5. Deliver messages, after care assignments, and carpool changes from parents, staff and others.
6. Assure all classes submit Sign-Up-Genius links for parent/guide conferences and forward to Admissions Coordinator to be included in weekly reminders.
7. Process requests for copies of student records.
8. Receive reservations (RSVPs) for school wide calendar events such as: kids' camp, parent education nights, open house, etc.

### **B. General Office / Administrative Support**

1. Provide administrative support to Head of School for day to day and special projects as required.
2. Provide support to Admissions Coordinator as required.
3. Provide support for Administrative Office staff as required.
4. Review and approve deposits after preparation by Bookkeeper or Business Officer.
5. Create and distribute materials for the start of each school year, including early childhood bags, name tags, and printed forms as needed.
6. Conduct annual student immunization survey for state report at start of each school year.
7. Perform duties related to end of the school year and summer school, including alumni filing, summer postcard for next year's teaching teams, after care binders for each level for summer school.
8. Maintain student paper files for all records.
9. Maintain electronic (P:drive) 'Forms Binder,' 'Substitute Binder,' Nap Logs, and 'Aftercare Binders,' and New Employee Orientation Binders.
10. Keep LED sign messages updated.
11. Purchase online snack order for aftercare, summer school and early childhood phase-in monthly
12. Check out books from parent and staff libraries