



Office Assistant

Mission (Purpose and Function): This person will show hospitality and assist visitors, parents, students, and staff members. In addition, this person will assist with school purchases.

Responsible to and evaluated by: Head of School

Responsibilities

1. Hospitality
 - a. First to greet office visitors that walks in the door
 - b. First to answer phone calls
 - c. First to check in/out visitors
 - d. Administer medication and first aid to students, as needed
 - e. Acknowledge and answer email inquiries
2. Office Management
 - a. Order classroom supplies for school
 - b. Orders/Reorders Curriculum (with approval of the Head of School)
 - i. Print or web subscription renewals - Time Magazine, National Geographic. Studies Weekly
 - ii. Handwriting Without Tears - supplies and workbooks
 - c. Decorate and organize office for change of season or holiday
 - d. Manage mailboxes (update labels with staff last name) and distribute mail to staff members
 - e. Assist with instant TRIP purchases
 - f. Purchase soda for staff vending machine (Returns are done by the Student Council Supervisor)
 - g. Purchase staff lounge paper and utensil supplies, including paper plates, napkins, plastic spoons/forks/knives, cups (for cold and hot beverages)
3. Student Information
 - a. Monitor student attendance on PowerSchool, including Parent Requested Absences (PRA) forms
 - b. Manage Cuum folders: "graduate students", insert school photo, WIDA test records
4. Employee Files
 - a. Keep all employee files up to date

Qualifications:

- College Degree
- Background or experience in Finance

Work Period: August to mid-June (summer hours vary)

Remuneration: Hourly pay. Part-time. Up to 20 hours per week.