



Job title: Main Office Staff

Employment Details: 25 hours a week

Reports to: Operations Manager

Job Summary:

The primary role of the main office staff is to support the school's daily functions while fostering an atmosphere of warmth, support, and diligence. This requires active participation and understanding of the school day, as well as quick thinking and initiative in procedural setup and problem-solving.

Principal Responsibilities:

- Working with the administrative team to provide transparency, flexibility, consistency, and efficiency
- Providing customer service to parents, teachers, visitors, contractors & community members by answering questions and providing support in person, via telephone and via email
- Distributing mail and deliveries
- Coordinating floor waxing and cleaning crews
- Coordinating substitution for school, aftercare, and camp
- Tracking student attendance (late arrivals or early release, etc)
- Maintaining First Aid kits/supplies and Health Center
- Providing First Aid and nursing for students and accident reporting
- Planning staff training for CPR, EpiPen, First Aid, and Concussion certification.
- Maintaining internal and hard-copy calendars
- Ordering office and school building supplies
- Maintaining student records and managing the student information system/database.
- Managing email distribution lists in Google Suites
- Writing and disseminating weekly email Announcements to the community
- Logistical support for rentals and events
- Coordinating room usage for subject teachers and tutors
- Setting up parent-teacher conference schedules
- Coordinating timeline and process for teachers writing student progress reports.
- Proofreading and editing all 100 + progress reports
- Submitting state-regulated documentation requirements (i.e., town census, immunization records, private school survey, Title 1 responses, etc.)
- Setting up courses, staff, and enrollment in Educate for teacher portals
- Collecting permission slips and fees, communicating schedule changes due to field trips or events
- Coordinating the school's emergency response plans (fire, storm, intruder, etc)
- Collecting all student medical files and communicating health concerns
- Producing mailing labels, staff lists, and directories

Minimum Qualifications

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Strong writing skills and ability to converse clearly and kindly
- Strong technical skills, interests, and abilities
- Strong interpersonal and organizational skills
- An interest in Waldorf education

Preferred Qualifications

- Must work well with teams and be responsive to unexpected needs of the school community
- Able to execute many tasks in a fast-paced environment
- Expertise with Google Suite, Word, Excel, and TADS & Educate