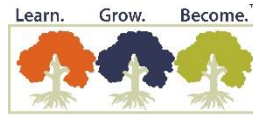


JOB DESCRIPTION:
**North Creek Campus Receptionist,
 Administrative Assistant & Assistant
 Registrar**



Woodinville Montessori School
 a nonprofit organization

SUMMARY:

This position works collaboratively with staff members on all student data related activities. The position is also responsible for providing general administrative support. They work collaboratively with staff members to promote a healthy and effective school culture aligned with the school's values and in support of the school's mission.

CALENDAR / FTE: August-June / 1.0	STATUS: Non-exempt / Hourly	COMPENSATION / SCHEDULE: DOE – Benefit Eligible / 8:00AM – 4:30PM
DEPARTMENT/LEVEL: Advancement / Entry	REPORTS TO: Director of Admissions	DATE: October 2021

DUTIES: (include, but not limited to)

Reception:

- Meet, greet, and assist students, current parents, prospective parents, and visitors
 - Ensure front desk is always staffed
 - Keep the reception area, office, and entryways clean, orderly, and attractive
- Answer phones/respond to emails
 - Screen out solicitors
 - Deliver messages
 - Route inquiries to appropriate parties
- Facilitate the flow of information to ensure others are aware of deadlines, schedules, and other important information.
- Provide administrative assistance in person, via telephone, scan and e-mail to consultants, guests, administrators, parents, students, alumnae as needed
 - Oversee the Family Alliance volunteer updates of the date board.
- Supervise students waiting for pick-up in main office as needed
- Maintain and post signs for school closures, camp days, community workshop events, etc.
- Produce and/or coordinate nametags for visitors
- Maintain attendance log of absent students, follow-up with parents for unreported absences

Correspondence & mail:

- Open, sort and distribute mail daily
- Receive deliveries and notify recipients
- Publish & distribute materials as requested
- Accurately process mailings to families
- Log cash and checks received, provide cash receipts for payments
- Assist departments with bulk mailings (label, sort, and bring to Post Office)

Documentation of policies & procedures:

- Update and maintain as needed the following handbooks:
 - Admissions, Registrar & Front Desk Procedures Handbook

Day Camps:

- Assist Auxiliary Program Director in preparing for camps which may include managing emergency forms and medications for campers, emergency binders, and sign-in sheets

Registrar:

- Know and implement procedures as described in the Admissions-Registrar Procedures Handbook
- Assist with the processes of enrollment, re-enrollment & withdrawal
- Assist with the creation and digitalization of student academic and administrative files
- Collect, prepare, and distribute campus Progress Reports
- Create and update classroom sign-in sheets

- Assist with the collection, maintenance, archiving, transfer and release of student records, information, documents, forms, and releases for new and returning students
- Assist with the annual collection and recording of student health forms; immunization records; emergency contact information; authorizations and releases
- Prepare and distribute back-to-school classroom packets for campus faculty in coordination with Registrar
- Manage the collection of medications
- Maintain and update campus allergy lists and Daybooks including allergies, emergency contacts, pick-up lists, medication authorizations, emergency consent forms
- Ensure compliance with all current and applicable state and federal laws regarding privacy of student information, as well as other legal and regulatory requirements regarding the collection, storage, and communication of student educational records and information according to the Department of Children, Youth, and Families and Department of Licensing

Databases:

- Assist in management of school database (FACTS) for NC and WV students, families, and staff
 - Maintain/update student, family, and staff information
 - Understand and perform, in conjunction with Woodinville, annual tasks
 - Create reports as requested
 - Troubleshoot database use of administrative staff, directors, and families
 - Support families' use of FACTS Family Portal
- Assist in managing the QManager sign-in app database for NC students, families, and staff
 - including all updates, troubleshooting, data uploads, and distribution of unique key codes
 - Write and submit communications regarding QManager for newsletters, emails and reminder texts to staff and families
- Create reports and provide data to staff, administrators, and Family Alliance as requested
- Create reports and provide data for image permissions, and directory
- Understand and perform annual database tasks
- Troubleshoot databases

Emergency procedure management:

- Understand and perform all-school emergency school closure procedures as directed
- Understand assigned emergency functions

Administrative support:

- Coordinate with Facilities department, staff, and faculty (including email inquiries) to maintain campus building schedules for meetings, room-use (camps, electives, lunches, vendors, etc.); maintain ongoing room reservation calendar in Outlook
- Support the work of various departments in ensuring the accuracy of records, information, documents, and forms
- Keep copies of master forms updated and available for families/staff
- Coordinate with HR to maintain updated Staff Roster, Staff Directory and Staff Emergency Binder
 - Print and post documents as needed
- Assist with school handbooks as needed
- Create and post signage in coordination with Communications and Facilities
- Create and update carline signs, including mail merge, printing, and distributing
- Print documents and labels as requested by faculty or staff
- Assemble Back-to-School calendars for faculty and staff
- Distribute materials including posters, flyers, yearbooks, school photos, magazines, etc. as needed
- Perform other duties as requested

EDUCATION/CERTIFICATION REQUIREMENTS:

- Two years of college, bachelor's degree preferred
- Infant/Child & Adult CPR (to be completed within 30 days of hire)
- First Aid (to be completed within 30 days of hire)
- HIV/Blood-borne Pathogens (to be completed within 14 days of hire)

SKILLS AND EXPERIENCE REQUIREMENTS:

- Administrative experience required; within a school setting highly desirable
- Professional experience with strong knowledge of standardized education practices, FERPA, education databases and systems (preferably FACTS), and student information collection and management
- Strong ability to accomplish a high volume of time-sensitive tasks quickly using a variety of computer and data processing software
- Knowledgeable and current on all applicable state and federal laws regarding privacy of student information, as well as other legal and regulatory requirements regarding the collection, storage, and communication of student educational information
- Knowledge of and demonstrated commitment to the professional, ethical, and legal responsibilities of a school registrar.
- Familiarity with federal rules regarding student educational records highly desirable

KEY PERFORMANCE CHARACTERISTICS:

- Demonstrates excellent written and communication skills, including speaking in public
- Ability to work successfully in a collaborative team relationship
- Committed to excellent customer service
- Interact with students, families, and co-workers in a warm, patient, calm, respectful and confident manner
- Be organized, attentive to details, able to efficiently schedule tasks, and a careful observer
- Ability to maintain a high level of confidentiality
- Maintain a calm demeanor in a busy, highly flexible environment
- Understand and execute verbal and written instruction, policies and procedures and implement them with a degree of independence
- Achieve and maintain positive relationships with students, staff, and parents
- Use tact, courtesy, and good judgment
- Model and monitor appropriate student behaviors and communication skills
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements

WORKING CONDITIONS:

- Must remain flexible to meet the immediate needs of students, staff and school
- Is required to handle multiple tasks simultaneously and prioritize
- May experience frequent interruptions
- May occasionally deal with distraught or difficult students or parents
- May occasionally be outside in all weather conditions

Physical demands:

- Is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- May occasionally lift and/or move up to 50 pounds.
- Demonstrates fine hand manipulation (keyboarding)
- Capable of expressing and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to others accurately, loudly, or quickly (emergency evacuations, etc.).
- Receives the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound
- Has visual acuity, with or without correction, to determine the accuracy, neatness, and thoroughness of the work assigned, to make general observations of facilities or structures, and to safely supervise students
- Able to fully participate in activities

Mental and emotional demands:

- Able to tolerate noisy and busy children
- Communicates with colleagues and parents under stressful conditions
- Coordinates well with co-workers, verbally and nonverbally

- Displays a positive attitude

OFFICE AND SOFTWARE SKILLS:

- Proficient in use of internet, Outlook email, and Office 365 applications
- Mastery knowledge of FACTS SIS or willingness to pursue
- Competent with databases: data entry, data structure, report generation, and maintenance
- Ability to learn new software independently

UPON HIRE:

Complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nation-wide criminal history check, which requires the employee to provide fingerprints. Must provide documentation of a current, within the last 12 months, of a negative FDA-approved TB test by a licensed health care professional.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

I have read this Job Description and I understand the duties, requirements, characteristics, and skills. I certify that I am capable and qualified to carry out these duties as described above.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____