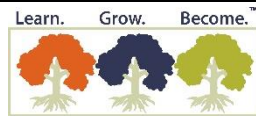


JOB DESCRIPTION:
Administrative Assistant



Woodinville Montessori School
a nonprofit organization

SUMMARY: This position is a part-time position that works collaboratively with staff members on providing general administrative and program support. They work to promote a healthy and effective school culture aligned with the school's values and in support of the school's mission.

CALENDAR / FTE: Academic Year / 0.5	STATUS: Non-exempt / Hourly	COMPENSATION / SCHEDULE: DOE / 8:30AM – 12:30PM
DEPARTMENT/LEVEL: Advancement / Entry	REPORTS TO: Director of Admissions	DATE: January 2022

DUTIES: (include, but not limited to)

Reception:

- Meet, greet, and assist students, current parents, prospective parents, and visitors
 - Ensure front desk is always covered
 - Keep reception area, office, and entryways clean, orderly, and attractive
- Answer phones/respond to emails
 - Screen out solicitors
 - Deliver messages
 - Route inquiries to appropriate parties
 - Refer all admissions inquiries to admissions team
- 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
- Assist with tracking daily student attendance and notification procedures
- Supervise students waiting for pick-up in main office as needed
- Maintain and post signs for school closures, camp days, community workshop events, etc.

Correspondence & mail:

- Open, sort and distribute mail daily
- Receive deliveries and notify recipients
- Assist departments with mailings as needed

Emergency procedure management:

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

Administrative support:

- Distribute posters and flyers as needed
- Assist with the onsite COVID testing program
- Assist with lunch delivery program
- Perform other duties as requested

EDUCATION/CERTIFICATION REQUIREMENTS:

- High School Diploma
- 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 preferred; within a school setting 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 using tact, courtesy, and good judgment
- 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
- 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.).
- Must possess acceptable hearing and visual capabilities, with or without correction, to monitor the environment and children's well-being
- 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

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 _____