



**JOB DESCRIPTION – FRONT OFFICE ASSISTANT**  
(Part-time)

**1. Perform all front office functions with professionalism, efficiency, accuracy, and timeliness**

- Maintain confidentiality at all times, both on and off school site.
- Screen visitors with warmth and professionalism.
- Answer telephones in a courteous and professional manner.
- Prioritize and distribute messages to teachers, administration, and staff in a timely manner.
- Return phone calls and e-mail as appropriate.
- Prioritize and execute multiple tasks, minimizing “office closed” time.
- Prioritize and perform a broad range of support tasks for Administration, Staff
- Ordering and tracking materials and supplies; follow up with vendors.

**2. Maintain records, systems, and procedures**

- Maintain database for student, personnel and general office files.
- Maintain student records
- Supervise and maintain tracking system for access to confidential student files and other confidential information.
- Maintain current schedules, forms and procedures for school operations, including staff duties.
- Pro-actively troubleshoot problems
- Maintain inventory of office supplies and equipment.

**3. Maintain professional communication.**

- Administer appropriate care to sick or injured children.
- Call parents in the event of emergency to pick up sick or injured child.
- Maintain school calendars with important school functions and events.
- Develop a tracking system for timely, pro-active management of parent notices, mailings, public relations materials and events.
- Prioritize and deliver messages to staff.

**4. Coordinate the logistics of school events and functions (ie. school pictures, Back – to – School Night, fieldtrips).**

- Coordinate planning and communications for Parent-teacher Organization events and fundraisers.
- Coordinate setups for school events as assigned
- Order food and set up for school events
- Assist in coordinating field trips with classroom teachers

**5. Perform any related tasks and functions as deemed necessary by the Head of School.**



**Qualifications:**

We are looking for an individual who is passionate about doing his/her best to help continually elevate the working environment in our school. This individual needs to be able to work well with others and must be detail oriented with an ability to multitask in a fast paced environment. Basic knowledge of Microsoft Office Word and Excel is necessary. A working knowledge of database management is a plus.