



Grade School Receptionist/Administrative Assistant Job Description

Summary:

The Grade School Receptionist/Administrative Assistant position is a hands-on, organizationally demanding role. Excellent communication, organizational and computer/database skills are essential as well as the ability to work comfortably in a busy public environment.

The Grade School Receptionist/Administrative Assistant must be friendly, knowledgeable, outgoing, and possess a good understanding of Waldorf Education. He or she must enjoy working directly with students, parents and teachers. The Receptionist often deals with sensitive and personal issues and, therefore, discretion, confidentiality and objectivity are essential components of this position.

The Grade School Receptionist/Administrative Assistant is supervised by the Grade School Administrative Coordinator and also works in partnership with the Grade School Faculty Chair.

Reception:

- Greet visitors, receive deliveries, answer parents' questions
- Assist students and teachers as necessary
- Answer phone calls, deliver messages
- Distribute information as required
- Open daily mail, assist with outgoing mail
- Track incoming deliveries for faculty
- Log collected cash or checks into tracking system
- Maintain other office functions and supplies as directed by GS Administrative Coordinator
- Assist Advancement and Enrollment departments with filing and tracking tasks as directed

Attendance:

- Update and print monthly attendance forms
- Monitor daily attendance; call absent children when required

Faculty Support:

- Facilitate scheduling of Teacher/Parent conferences
- Obtain drivers' licenses and insurance information for field trips

Program Support:

- **After School Program:**
 - Prepare and maintain daily update log for ASP staff
 - Coordinate daily with Asp Director regarding attendance changes
 - Notify teachers of last minute changes
 - Log payments in database
 - Maintain user passwords and access
- **Nursery After Care**
 - Create and distribute sign-up forms
- **Day Camps:**
 - Update and distribute application information for February and Spring Day Camps
 - Prepare sign-in sheets/rosters for ASP Director
 - Monitor payments
- **Summer Programs:**
 - Update and distribute application information for summer camps.
 - Prepare sign-in sheets/roster for Summer Camp Director
 - Monitor payments

First Aid/Illness:

- Administer first aid when necessary; notify parents, see that Accident/Incident Report is completed
- Administer medication when needed in accordance with California Law and guardian-written instruction
- Track illness trends and reportable infectious diseases

Miscellaneous:

- Monitor Fire Drills
- Support Parent Guild activities in reception as needed

Qualifications:

- Good Microsoft office skills (Word and Excel), familiarity with email tools and databases a plus
- Proof-reading and editing skills helpful
- Strong organizational skills and ability to track daily calls and emails

Hours & Compensation:

- This is an hourly position with some flexibility: 40 hours per week on a fixed schedule when school is in session, 8 a.m. to 4 p.m. Negotiable during breaks and summer.

- Medical benefits based on number of hours
- No additional benefits

Physical Requirements and Work Environment:

- Be able to occasionally lift up to 30 lbs.
- Work intermittently in outside weather conditions, including heat and cold
- Regularly sitting or standing 4-8 hours

FLSA Classification: Non-exempt

Reports to: Grade School Administrative Coordinator

Hired by: GS Administrative Coordinator and Administrative Director

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Please send resume and letter of interest to jobs@sfwaldorf.org