



## High School Receptionist/Administrative Assistant Job Description

**Summary:** This position is a hands-on, organizationally demanding role which requires an excellent ability to deal with people in a very busy environment. Consistent attention to details and follow-through are essential. This job requires flexible hours for a total of 20 hours per week. The HS Receptionist/Administrative Assistant must be friendly, knowledgeable, outgoing, and be able to interact with the public. Discretion and objectivity are essential components of this job which may deal with sensitive and personal issues. Bi-lingual Spanish/ English is a plus.

### Front Desk Reception:

- Greet visitors, receive deliveries, answer student's and visitor's questions
- Answer phones, transfer calls and take messages
- Distribute mail, interoffice, Fed Ex, UPS etc.
- Coordinate/oversee front desk various fundraiser sales, tickets etc.
- Food services: coordinate/order special food as requested by faculty/staff
- Stay informed through school bulletins and registrar on school events, curriculum changes, etc.

### Administrative support:

- Take attendance, correspond with parents concerning absentees, enter attendance into K-12 Blackbaud Student Information System database, and update faculty/staff on attendance as needed. All attendance related tasks are performed daily.
- Retrieve and maintain students medical information; notify faculty and staff of student's status with special health and medication requirements
- Maintain office supply inventory (including all school printer supplies) and order as needed, research cost-effective purchases
- Troubleshoot problems with copiers
- Provide administrative support for faculty and staff including editing/proofreading
- Act as communications first responder in an emergency, stock and maintain first aid kit
- Assist with back office record maintenance and various administrative tasks
- Other support of faculty, students and staff as needed

**Qualifications:**

- Excellent interpersonal skills: upbeat, friendly, articulate, flexible and helpful
- Excellent phone skills
- Excellent multitasking abilities
- Strong computer/database skills; Microsoft Office Suite
- Bi Lingual Spanish English a plus
- Knowledge of Waldorf education and/or SF Waldorf HS a plus

**Hours & Compensation:**

- Part-time, hourly position
- 20 - 25 hours per week
- San Francisco Paid Sick Leave and San Francisco Health Care Ordinance

**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

**Job Start Date:** ASAP

**FLSA Classification:** Hourly, Non-exempt from overtime

**Reports to:** HS Administrative Coordinator

**Hired by:** HS Administrative Coordinator/Administrative Director

**Date Modified:** June 2019

San Francisco Waldorf School is an equal opportunity employer that does not discriminate based on race, ethnicity, age, gender, or any protected class. We recognize that the range of ethnicities, nationalities, languages, socio-economic backgrounds, sexual orientation, learning differences, and life experiences within our community enhance the school's learning environment, and we are committed to fostering equity and inclusion. All minorities are encouraged to apply.

Please send letter of interest and resume to [jobs@sfwaldorf.org](mailto:jobs@sfwaldorf.org)