

Academic Administrative Assistant

Founded in 1964, Unity School is a private, independent school in Delray Beach, Florida. Our school combines academic excellence with fine arts and music education, athletics/physical education, and character development. This results in well-rounded students prepared for competitive high school and college environments. Unity School's facilities include a gymnasium with a theater-sized performance stage and dedicated studios for art, music, and TV production. Our Lessons-in-Living program truly sets Unity School apart from other schools. It focuses on earth stewardship, community outreach, peace education, and more. Through its teachings, students develop strong morals, ethics, and values that complement the school's advanced academic focus. Our students are taught important life skills that help to fully prepare them as future world citizens. We currently have an enrollment of approximately 300 students from toddler (2 years old) through eighth grade in three schools: Montessori Preschool, Unity Elementary School & Unity Middle School.

Unity School seeks an Academic Administrative Assistant to join us in February 2023. The Academic Administrative Assistant will collaborate with the Division Directors and is responsible for providing confidential executive-level support to the academic team. This is a critical role in helping the school run effectively and creating an environment that empowers children and inspires learning. This is a full-time, 12-month position. The employee would work 7:30 AM to 3:30 PM with a 45-minute lunch during the school year. This position will report to the Middle School Director and the Head of School.

The Academic Administrative Assistant's responsibilities include, but are not limited to the following:

- Manage the front office by assisting staff and families, answering phones, replying to emails, and screening visitors
- Arrange meetings for administration
- Serve as a positive liaison between administration, teachers, parents, and students, including e-mail, phone calls, and personal contact.
- Assist in organizing student events from Toddler - 8th grade, such as MS Orientation, Science Fair, field trips, MS socials, class trips, graduation, etc.
- Maintain and update confidential Unity School student records/cumulative folders
- Maintain and update the student information system, FACTS, as needed: attendance, student information, grades, community service hours, schedules, etc.
- Support the coordination of Parent/Teacher conferences twice a year
- Prepare, send, and follow-up on high school applications, letters of recommendation, and transcripts for 8th graders
- Handle documentation for student's discipline reports and/or work details
- Electronically maintain and update the "Friday FYI" generated weekly and emailed to families
- Cover the main office daily
- Maintain email and personal correspondences with parents
- Other duties as assigned by the Head of School

Professional skills:

- Strong experience in office administration
- Excellent written and oral communication skills
- Google Suite experience
- Microsoft Office Suite experience
- Strong organization skills
- Degree preferred
- Must pass a level 2 background check
- Fluent in English

Interpersonal skills:

- Must have a love of children
- Maintain confidentiality
- Contribute to a positive work environment
- Approachable and friendly

Benefits:

- 401(k)
- Paid time off
- Tuition discount for Faculty/Staff child
- Health Benefits

As an Equal Opportunity Employer, Unity School seeks candidates who will add to the vision of our school community while placing value on our traditions.