



Middle School Administrative Assistant

Department: Middle School; Administrative Team

Supervisor: Head of Middle School

Job Type: Full-Time, 12 month

FLSA Classification: Non-exempt

Position Purpose: The Middle School Administrative Assistant is responsible for maintaining a smooth-running office by assisting with administrative and clerical duties, including supporting the Division Head. This person will have direct interaction with students, staff, and parents.

Essential Functions:

- Assist with communications to parents, students and faculty, orientation preparations and special events during the school year
- Approach every interaction with a customer service mindset, creating a professional and positive face for CDS and the Division
- Maintain records of staff schedules and phone numbers, and keep this information handy at all times
- Manage attendance protocols for the division including following up on absences & helping with locating students for early dismissal
- Maintain division calendar, daily list of changes from the normal schedule, and inform anyone on staff who may need this information
- Assist in finding substitute teachers when necessary
- Receive calls to assist parents with messages to students, Division Head, etc.
- Maintain updated student records for the division
- Assist in moving up ceremony, awards ceremony planning, and other divisional events
- Monitor and maintain Division Head calendar, scheduling meetings with parents, students, faculty, and others
- Provide picture day support by working with Studio Artistry for actual day as well as package orders/distribution & ID cards.
- Act as point person of the division for any facility reservations, club events, class trips, etc.
- Provide note taking support/minutes for various division meetings as requested by Division Head
- Coordinate with Business Office to maintain supplies in teacher work rooms
- Maintain professional competence by attending staff development programs, curriculum development meetings and other professional activities
- Participate in and help organize various student and parent activities, which occur in school including PTO, student clubs and after-school activities

- Be a team player; cheerfully participate in and/or assist with other duties and routines regularly part of a school environment as assigned by the Division Head or other appropriate administrator.
- Learn students' names and cultivate a welcoming atmosphere in the middle school office.

Qualifications:

- AA degree required, Bachelor's Degree preferred
- Strong office management and organizational skills required
- Strong proficiency in the Google suite of products (Docs, Sheets, Drive, Gmail, etc.) and comfortable and adept with changing technology
- Experience with student information systems or learning management systems preferred
- Must be positive, professional, and collaborative, with an ability to work both independently and with multiple staff members on a variety of projects simultaneously
- Ability to prioritize a number of projects, assimilating information with accuracy and consistent attention to detail, and meet schedules and deadlines
- Effective presentation skills with varied audiences: students, faculty, and parents
- Self-starter with excellent problem-solving skills
- Demonstrate a "How can I help?" customer service demeanor
- Be available and willing to attend occasional evening and/or weekend events
- A high degree of professionalism, collegiality, confidentiality, and personal conduct both in and outside of school
- Ability, willingness, and judgment to interact and communicate effectively with all constituents in a school environment
- Enthusiasm and commitment to the vision, mission, and philosophy of the School

Physical Requirements and Work Environment:

- Work in a busy and often distracting environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- Regularly sit, talk, and hear and visually intercept visitors
- Regularly use close and distance vision
- May work at a desk and computer for extended periods of time
- May stand and walk for extended periods of time
- Ability to visually and audibly locate students under their supervision
- Ability to actively circulate throughout the diverse campus environment
- Work primarily in a traditional climate controlled office environment
- Ability to occasionally lift, push or pull up to 30 lbs.
- Ability to stand, sit, walk, bend, reach, squat, kneel, twist, and turn

Compensation includes a comprehensive employee benefits package. Qualified candidates should send a resume and letter of interest to Chuck Maddox, Head of Middle School, at cmaddox@cdspatriots.org