



Job Description Administrative Assistant

Position available: Administrative Assistant, full-time. Open until filled.

Since 1964, Seattle Country Day School has been inspiring gifted children in grades K-8 to discover their potential through inquiry. Students are the center of a dynamic learning and discovery process. Experienced teachers focus on intellectual and character growth, attending to the social, ethical, and emotional needs of sensitive and capable students. Small classes generate curiosity and innovation through inquiry learning, and provide opportunities for collaborative experiences with a curriculum rich in mathematics, science, technology, humanities, and the arts.

Seattle Country Day School affirms that attracting, supporting, and embracing a diverse community is critical to fulfilling its mission of educating gifted students, and seeks diverse racial and ethnic backgrounds in its faculty in order to reflect the diversity inherent in a multicultural city and society. The school is committed to diversity among students, faculty, staff, and Board of Trustees, and does not discriminate on the basis of race, gender, religion, age, national origin, sexual orientation, or physical challenges.

Qualifications

- Bachelor's Degree and a minimum of two years of office experience required;
- Strong written and oral communication skills as well as a professional manner both over the telephone and in assisting visitors, parents, students, faculty, and staff;
- Tech savvy with working knowledge of a variety of software platforms and databases;
- Exceptionally organized, accurate, and flexible, and be able to work independently in a fast-paced, multi-task environment as well as be a productive member of a small office team in which shared coverage of tasks is required;
- Effectively handle competing priorities and multiple projects;
- Must be able to assist with school-related errands that require a personal vehicle.

Responsibilities

Specific responsibilities include but are not limited to:

Reception

- Answer incoming calls;
- Provide assistance and direction to parents, students, visitors, faculty, and staff;
- Assist sick or injured children. Communicate with parents as necessary;
- Monitor and ensure compliance with medication administration requirements.

Administrative Support

- Daily attendance reporting and follow-up;
- Distribute incoming mail and prepare outgoing mail. Deliver mail to post office at end of day;
- Coordinate substitute requests and scheduling;
- Maintain inventory of all office, copier, medical, and general supplies;
- Provide purchasing assistance to faculty and staff;

- Assist faculty and staff with the operation and maintenance of office equipment;
- Assist with records management and compliance with medical and immunization requirements;
- Assist in the scheduling of parent conferences;
- Provide database input and maintenance;
- Coordinate the school's web based calendar, input major school and athletic events. Monitor event submissions by faculty, staff, and parents;
- Purchase and maintain refreshments for meetings and coordinate meeting lunches;
- Provide support to business office and other departments as needed;
- Provide assistance with projects as requested;
- Provide assistance to the Head of School in all areas, including drafting and editing written materials, scheduling, and responding to all constituencies on his/her behalf;
- Provide support to the Board of Trustees, including taking minutes at Board meetings, updating Board materials, maintaining related records, and scheduling Board related committee meetings;
- Provide other general office support.

Student Assistance

- Assist sick or injured children. Communicate with parents as necessary;
- Monitor and ensure compliance with medication administration requirements.

Salary and Benefits

This position is full-time. Salary is negotiable, depending on qualifications. Benefits include Medical, Dental, Life/LTD, Retirement (TIAA CREF-Employer Matched), Section 125 Cafeteria Plan.

Application Process

Applicants should complete an employment application available on the school's website at www.seattlecountryday.org. Submit this completed application along with a letter of interest and resumé to humanresources@seattlecountryday.org. Do not send documents without a completed application.