



Administrative Assistant to the Head of Lower School

Pace Academy, one of Atlanta's top independent schools, seeks a highly dynamic and experienced Administrative Assistant to the Head of the Lower School starting July 1, 2019. This is a full-time, 12-month position.

With 366 students in Pre-First through fifth grade, the Pace Academy Lower School is a vibrant learning environment that provides an innovative academic program within a nurturing community. Our expert teachers create meaningful learning opportunities for students through lessons that emphasize academic excellence, critical thinking, empathy and integrity.

The Administrative Assistant to the Head of the Lower School will provide administrative support and office management to the Head of the Lower School. The ideal candidate must be able to think critically, work efficiently on multiple projects simultaneously, take initiative, collaborate effectively with colleagues across Pace Academy's Lower, Middle and Upper Schools, and maintain a high level of professionalism, as well as confidentiality when interfacing with parents, students, faculty/staff. The candidate must embrace the mission of Pace Academy, which seeks to create "prepared, confident citizens of the world," who value inclusivity, diversity and strong character. The candidate must wholeheartedly support the leadership of the Head of the Lower School while maintaining a positive attitude daily. All candidates must have proven experience in an administrative assistant position and working in a face-paced environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Basic administrative tasks:

- Effectively directs Lower School calls and appropriately responds to inquiries.
- Coordinates schedule and makes appointments for the Head of Lower School to minimize scheduling conflicts
- Determines priorities and actions required on projects in a proactive manner and successfully meets deadlines
- Coordinates interview scheduling for applicants.
- Coordinates scheduling for Lower School professional development tours in conjunction with the Assistant Head of Curriculum and Professional Development
- Greets scheduled visitors and assists them as needed.
- Enjoys working with students ages 5-11 years old.
- Schedules Parent/Teacher conferences.
- Routes incoming mail.

- Prepares and compiles routine correspondence, presentations and reports.
- Organizes and maintains file system, files correspondence and other records.
- Makes copies of correspondence or other printed materials.
- Prepares outgoing mail and correspondence, including e-mails.
- Orders and maintains supplies and arranges for equipment maintenance.
- Prepares yearly calendar for faculty and staff in conjunction with the Head of Lower School.
- Maintains and updates electronic signboard.
- Maintains and updates Lower School community bulletin board.
- Updates and maintains report card software.
- Possesses the ability to navigate school-wide databases.
- Maintains daily record of faculty absences.
- Maintains record of student late arrivals, early dismissals, sign in and sign out.
- Supports the school in maintaining a work environment that fosters learning, respect, open communication, collaboration, integration and teamwork.

Event support:

- Coordinates and arranges meetings, prepares agendas, reserves facilities.
- Handles the administrative tasks (facilities reservation, setup, food, invitations, transportation, etc.) for special events, both annual and one-time events as requested by the Head of Lower School or administration, and in coordination with other faculty or administrators.
- Organizes Lower School assemblies and activities.
- Assists in planning faculty meeting agendas and new faculty orientation.
- Attends events as needed or requested by the school.

Other:

- Arranges domestic and international travel plans to include meeting registration, hotel and transportation needs, and ensures senior administrator(s) have appropriate travel itineraries and/or documentation.
- Manages the Lower School budget.
- Tracks and maintains accounting and financial activities, including coding invoices, preparing expense reports and initiating check requests.
- Manages field trip schedule and secures transportation.
- Coordinates grade-level book orders and materials for classroom teachers.
- Orders testing materials as requested.
- Schedules appointments on Wednesdays for school psychologist.
- Maintains an approved list of Lower School substitute teachers.

SUPERVISORY RESPONSIBILITIES

- Secures and supervises parent volunteers and substitutes.

QUALIFICATIONS

- Bachelor's degree or equivalent preferred; five years related experience and/or training required; or equivalent combination of education and experience.

- Proficient use of G Suite (Gmail, calendar, docs, sheets). Ability to quickly learn Pace Academy's bulk email tool, other office software and local network. Ability to quickly learn and utilize the Mac operating system and Mac-based programs.
- Flexibility required to occasionally work more than 8 hours in a day or 40 hours in a week to complete assignments.
- Ability to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

Pace offers a complete benefits package, including medical, dental and vision insurances, a 403(b) plan with a generous match, paid term life and disability insurances, supplemental insurance plans, Georgia 529 and Flexible Spending Accounts.

See more about the Pace Academy Lower School Lower School at:

<https://www.paceacademy.org/academics/lower-school>

Qualified applicants should email a resume, cover letter, and references to

Jobs@PaceAcademy.org.

Equal Employment Opportunity Employer