



JOB TITLE	Administrative Assistant & Receptionist
DIVISION/DEPARTMENT	Elementary School
LOCATION	Sausalito Campus
REPORTS TO	Director of Campus
TYPE OF POSITION	Full-Time, Non Exempt, Open until Filled

OVERVIEW

The Lycée Français de San Francisco is a French immersion College Preparatory school with 940 students and three Bay Area campuses that strives to maintain an international community for teachers, parents and students of diverse social and cultural backgrounds and to provide a rich educational environment, emphasizing academic excellence and personal achievement. <https://www.lelycee.org/>

The Assistant works in partnership with the Primary School Director to coordinate the daily management of the Primary School. The assistant provides administrative support to the Primary School Director and coordinates activities related to the Primary School. The assistant is responsible for the general functions of the reception/front desk and helps manage the overall day to day operations. He/she provides assistance to students and parents.

PRIMARY RESPONSIBILITIES

- Coordinate teachers' absences and schedule teachers' substitution: track absences, seek for teachers' substitutes, and organize substitution
- Manage/order office and lunchroom supplies
- Collect information related to the portal, edit and publish on school portal
- Serve as a liaison between parents, directors and teachers
- Coordinate primary school activities
- Answers phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the school
- Manages telephone message system (office hours and other recorded messages)
- Greets all incoming students, families and guests respectfully and professionally
- Assists in all aspects of maintaining a professional front office, including but not limited to, fielding and directing incoming phone calls to the appropriate staff member in a timely, professional manner, filing and copying and faxing of sensitive information
- Develops a positive, welcoming and caring climate in the Front Office
- Provides for children's personal needs such as attending to those who are sick or hurt



- administering medications as prescribed by a physician in accordance with training and authorization
- Assists students and others with routine problems and will refer non-routine items to a supervisor.
- Works with courtesy, tact, and diplomacy in dealing with others, and the ability to work cooperatively as part of a team.

OTHER DUTIES AS ASSIGNED

QUALIFICATIONS & PERSONAL SKILLS

- Minimum three years of professional experience in administrative support
- Experience with children preferred; experience in independent schools or education preferred but not mandatory
- Fluency in the French and English language required
- Energetic and proactive
- Demonstrated ability to anticipate and solve problem in a timely manner
- Complete multiple tasks on time, with competing priorities and deadlines
- Excellent organizational skills to work productively in a fast-paced environment
- Ability to write and speak persuasively and articulately
- Proven ability to work well within a team and independently
- Discretion in handling confidential information
- Ability to work well within a team and independently
- Personable, and understanding
- Dependability and reliability
- Flexibility and adaptability
- Proficient in Google Drive
- Proficiency in Blackbaud highly recommended
- Advanced desktop skills publishing highly desirable.

Salary is commensurate with level of education and experience.

Excellent benefits package which includes vacation, paid holidays, medical & dental insurances, long term disability and retirement plan.

The successful applicant will be required to provide proof of authorization to work in the U.S. and to comply with fingerprint check.

LFSF is an Equal Opportunity Employer; those who would add to the diversity of our staff are strongly encouraged to apply.

Interested candidates should send their resume and cover via: <https://www.lelycee.org/about/jobs>