

High School Office Assistant

Westminster is seeking an energetic high school office assistant who loves working with students, parents and all school staff. The ideal candidate will have excellent organizational skills, the ability to prioritize and multitask, and work independently and as part of a team. The High School Office Assistant will serve as an all school receptionist, support the administration and staff, facilitate communication throughout the school, and greet visitors, parents and students

This person will:

- Work in the school database to manage student information, including tardies, absences, detentions, and more.
- Manage distribution of student locker assignment and vehicle decals.
- Assist teachers with labels, mailings and other items as needed.
- Provide support to Assistant to the High School Principal with student arrivals and early dismissals, as needed.
- Create all school master phone and email list.
- Create necessary forms such as for fire drills, lock down drills and locker list.
- Update HS bulletin boards with student achievements, encouraging messages and school news.
- Maintain and assist with organizing the faculty workroom, including fixing the coffee machine.
- Provide daily lunchtime coverage to Middle School Office and support HS Principal's Office, as needed.
- Assist administrators with high school events such as Warrior Week and graduation.
- Order and restock teacher supplies, as needed

Required Skills:

- Proficiency with Microsoft Office Suite
- Effective communicator both verbally and in writing.
- Familiar with general office equipment such as fax, copiers, and mail processing equipment.