

JOB DESCRIPTION: Administrative Assistant for the Dean's Office
Full-Time Position
Approximately 35 hours per week for 185 days

Accountability:

The Administrative Assistant for the Dean's Office takes daily guidance and task direction from the Deans but reports to the Assistant Head for Student Affairs in fulfilling all duties.

Nature of the Position:

The individual in this 185-day position provides reception services, clerical support, attendance and graduation coordination for and on behalf of the class deans.

Job Requirements

- Good skills of verbal communication
- Exceptional organizational skills
- A helpful, welcoming attitude in person and on the telephone
- Patience and adaptability in unexpected situations
- Ability to work as a supportive and effective member of a team
- Genuine appreciation of and tolerance for adolescents and their families

Performance Responsibilities

Tasks for this position include but are not limited to:

- *Dean's Office functions*
 - Perform all duties relevant to daily student attendance (upper school only) in absence of school receptionist
 - Record and respond to all students who are tardy excused/unexcused, absent excused/unexcused and dismissals
 - Receiving and directing visitors, including maintaining the Visitor's Log along with issuing visitor badges
 - Process daily classroom attendance for the Deans
 - Process Dean's office communication (conduct reports, truancy, etc)
 - Relay parent-to-student communications and items dropped off for students
 - Handling requests for information, responding to routine inquiries
 - Coordinate with local bus transportation
 - Use and maintain electronic (Powerschool) and hard copy filing systems

- Provide specific information or compilation of all student records or special collections (e.g., attendance, conduct, report card) for administrators upon request
- Maintain and distribute quarterly Student Management binders
- Oversee item collection (end of year)
- Prepare student and teacher information packets to support student life activities
- *Senior End-of-Year functions*
 - Develop and distribute relevant information to students, families and faculty/staff relevant to graduation activities and responsibilities (e.g., senior calendars, end-of-year faculty assignments, senior parent information night)
 - Organize and execute all components of:
 - Senior Assembly
 - Baccalaureate
 - Commencement ceremony
- *Support the Administrative Assistant to the Associate Head of School*
 - Assist with bulk mailings throughout the year
 - Assist with student/family events as needed (e.g., Incoming Student Parents' Night, Parent/Teacher Conferences)
 - Cooperate with and support other offices when needed

Work Schedule

- Hours: 7:30 to 3:00 (~35 hours weekly)
- Schedule: School year (August/September through June), plus 3 days prior to school opening and 2 days after the end of school