



Eagle Hill School, a life-changing experience, offers children who learn differently the opportunity to grow into capable, resilient students with the self-confidence and character necessary to meet the challenges they will face beyond Eagle Hill.

Job Title: Administrative Assistant **FLSA Classification:** Exempt
Duration: 12 month contract annually renewable **Employment Category:** Full Time, Non-Faculty
Hours: 8:15 to 4:45 Mon-Thu, 8-2 on Fri
Purpose: This primary purpose of this role is to coordinate key administrative and operational tasks such as transportation, attendance, and reception duties. This role also serves as a support person for both the Lower School and Upper School Advisory Teams.
Reports to: Division Heads

Key Responsibilities:

- Transportation
 - Collect and maintain transportation plans for all students throughout the year.
 - Coordinate all matters related to transportation from districts and collect rosters as needed, including but not limited to, parent organized transportation companies.
 - Create and maintain a carpool database for families who do not utilize buses.
 - Record daily transportation changes from parent emails, voicemails, phone calls, transportation plans, and notes handed in by teachers into the school SIS.
 - Communicate with transportation companies and districts of upcoming calendar changes and inclement weather notifications.
 - Primary liaison between Greenwich resident parents and the Greenwich district for transportation.
- Attendance, Dismissal, and Calendars
 - Record and maintain daily student attendance, dismissal and reporting.
 - Maintain daily study hall log and reporting.
 - Maintain school calendars as needed such as for athletic, activities and study hall schedules.
 - Work with the Athletic Director to enter athletic schedule into the parent portal calendar
- Administrative, Reception and Communication
 - Provide administrative support to the Lower School Advisory Team and the Director of Athletics and Activities including word processing, correspondence, reports, references, and mail.
 - Perform receptionist duties in the afternoons from 1:30 to 4:45 and as needed.
 - Ensure that staff receive messages (telephone, email, fax, face-to-face) promptly and accurately.
 - Handle questions and provide information about EHS including the daily athletic program.
 - Have a pleasant and welcoming manner for all interactions with all stakeholders.
 - Coordinate tasks related to school re-opening and parent conferences.
- Supplies
 - Organize the supply closet and order office supplies as needed.
 - Facilitate and maintain order forms for supply requisition from teachers and supply as needed.
 - Maintain and order inventory through our approved vendors list.
- Athletic Director
 - On game days, compile list of transportation arrangements for team coaches.
 - Enter athletic schedule into the school calendar.
 - Create sports certificates at the end of each sport season.

- **Other**
 - Sort daily mail and place into mailboxes. Email recipients about any packages
 - Keep mailbox labels up-to-date as staff members are added or leave the school.
 - Work with the administrative support team to prepare the back-to-school mailings
 - Prepare folders and nametags and other tasks related to the opening of school.
 - Provide administrative support to the summer school Directors and Advisors.
 - Other jobs and responsibilities as assigned.

Expected Credentials:

- Able to work in a fast-paced environment, to multitask, and to think quickly on your feet.
- Advanced skills in technology especially Google Workspace and Microsoft Suite.
- Prior experience as an Administrative Assistant is required.
- Self-starter, problem solver, able to successfully meet daily challenges
- Good sense of humor.