



# DONNA KLEIN JEWISH ACADEMY

## Middle School Administrative Coordinator

Donna Klein Jewish Academy is a diverse and close-knit community of families across the spectrum of Jewish denominations with a common commitment to Jewish identity, heritage and values. The school is located within the vibrant, 100-acre campus of the Jewish Federation of South Palm Beach County. The largest Jewish campus in the country, concern for safety is paramount with 24-hour security.

### ABOUT THE POSITION

DKJA is seeking a full-time Middle School Administrative Coordinator to support the Middle School Principal. Major responsibilities include:

- Oversees the management of the following functions for the Middle School Principal: **Calendar** (in partnership with members of the Administration, prepare and manage the school calendar and other scheduled events: ensure that the events for which the middle school has responsibility are planned and stewarded appropriately); **Schedule** (Schedule, maintain, and confirm the Middle School's appointments and calendar activities); **Phone** (Screens Middle School Principal's phone calls and takes messages); **Travel** (Makes travel arrangements for the Middle School Principal)
- Oversees special projects for the Middle School Principal in support of the institutional priorities. Assists in the coordination of school wide projects that cross boundaries between different leadership team members
- Maintains a welcoming presence in the office, serving as a greeter, coordinator, and problem solver in interacting with all constituents (students, parents/caregivers, faculty and staff)
- Facilitates prioritization of key initiatives, goals, objectives, and schedule
- Provide proactive customer-service to parents, students and all DKJA constituents in alignment with the DKJA Way.
- Embodies, promotes and communicates the school's mission and core values, making it the center of all decisions and actions.
- Answer the front office phone.
- Issues tardy and early dismissal passes to students
- Support in parking decal distribution in preparation for the start of the school year
- Helps substitutes sign in daily
- Supports the front office team with any other miscellaneous front office duties

### QUALIFICATIONS and REQUIREMENTS

- Bachelor's Degree or equivalent is required with administrative support experience, ideally in an educational setting
- Excellent interpersonal and relationship-building skills
- Excellent problem solving skills; ability to follow through and close loops
- Strong proficiency in Google environment including Google docs, sheets and slides as well as Microsoft Word, Excel, and other database programs
- Meeting, Google calendar, time, and event management experience
- Excellent organizational skills with multitasking capability
- Excellent writing, editing, and proofreading skills
- Ability to handle confidential information and act with discretion
- Ability to use independent judgment in performing the responsibilities of the position
- The successful candidate must be able to effectively articulate the values and mission of DKJA

### **Benefits**

Generous benefit package to include two weeks of paid vacation, 12 personal/sick days, Winter and Spring break. Secular and observed religious holidays including early release for Shabat. Medical/Dental/Vision with shared premium costs, employer-paid life insurance, short term and long term disability, 75% Tuition Remission and 403b plan. Salary to commensurate with experience.

Interested candidates should send a cover letter and resume to Stephanie Bloom-Washofsky via email to [bloom-washofskys@dkja.net](mailto:bloom-washofskys@dkja.net).