



Upper School Office Assistant

Part Time

Overview:

The Summit Country Day School is a nationally recognized leader in character education and offers a compelling combination of small classes, caring faculty, academic rigor, and strong spiritual values. For more than a century, The Summit has maintained a proud legacy of excellence in independent, Catholic education. We offer coeducational learning experience to students from Montessori 18 months through grade 12. The Summit is a place where values are affirmed, young minds are enriched, and dreams take flight. Learn more at www.summitcds.org.

The Summit Country Day School is seeking a part-time Upper School Office Assistant serving grades 9-12. This person will be responsible for meeting the needs of the Upper School faculty, staff, students, and parents. The selected individual will have general responsibility for creating an efficient operation for attendance and assisting the Upper School Administrative Assistant in other office needs. This person will maintain a warm, welcoming environment; manage office activities; maintain accurate attendance records; maintain daily rosters and schedules; provide support, direction & help to students; assist the school nurse in addressing the health concerns of our students; act as a point of contact for visiting parents, vendors, service providers and others; handle phone and email queries, messages and requests.

** This begins the 2024-2025 Academic Year **

Responsibilities:

- Provide the highest level of customer service to all parents and visitors to the Upper School.
- Assist in facilitating communication between faculty, staff, parents, and students. This includes proofing communication materials, kind and courteous management of phone calls and e-mails, providing procedural overview to parents new to The Summit.
- Manage student data systems via the Portal.
- Administer attendance records, provide requested reports for data analysis, produce reports and data as requested.
- Assist the Office with Preparation and management of Upper School Events such as Back-to-School Night, Grade Level Parent Nights, and Award Ceremonies.
- Administer tardy slips.
- Assist with preparation of the All-Class List Document – template provided.
- Assist with preparation of the fire drill binder.
- Create and send out a daily bulletin to faculty with student updates.

- Work closely with housekeeping and maintenance to ensure a clean and safe school environment.
- Tracking of borrowed uniform items.
- Tracking of students with missing student badges.
- Pick up and distribute daily mail and re-assign mailboxes every new calendar year.
- Properly track and distribute both over the counter and prescription medicine.
- Other duties as assigned.

Qualifications:

- Bachelor's degree preferred.
- Proficient in MS Office, particularly Word, Excel, and Outlook.
- Willingness to learn student data management system.
- Effective verbal and written communication skills.
- Strong proofreading and editing skills.
- Experience working with students from diverse backgrounds.
- Ability to maintain discretion regarding school-related matters.
- Ability to be creative and flexible to meet deadlines while working with changing priorities.

Job Type: Part-time.

Dates depend on the school calendar; typically, August 1 through the first week of June.

Hours: 7:30-1 Monday-Friday / 30-minute lunch