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**Title:** Lower School Office Assistant  
**Classification:** Hourly; Non-Exempt

**Status:** Full-time; 10 months  
**Reports to:** Lower School Division Head

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### POSITION OBJECTIVES

This position is the secondary support person in the Lower School. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. This is a 10-month, full-time position.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

#### **Administrative Support:**

- Answer all incoming calls to the Hillcrest Campus
- Administer Raptor security check-in system for all campus visitors
- Greet and manage Lower School office visitors, Hillcrest Campus
- Sorting and placement of mail for Hillcrest campus responsible for inter office mail.
- Compile, coordinate, and confirm daily attendance for Lower School by following outlined procedures.
- Responsible for anything that is dropped off at the front desk, by parents, students, faculty and staff.
- Assist with end-of-year certificates, awards, and other ceremonies.
- Assist with all Lower School events as needed.
- Assist Development and Admissions Offices with special events.
- Distribute printed material in workroom mailboxes.
- Use our learning management system to run reports, queries, and labels.
- Responsible for hiring transportation for field trips, legacy and pageants.
- Responsible for scheduling field trips for the Hillcrest Campus.
- Monthly reconciliation of the American Express bill
- Order and restock supplies in the workroom and snacks for students.
- Create carpool tags/distribution for the school year.
- All other duties as assigned.

#### **Communication:**

- Contribute positively to employee morale; maintain a positive, pleasant demeanor to all constituencies; provide positive encouragement to students.
  - Act as liaison between parent community and school office.
  - Get messages to students during the school day.
  - Interact with parents and students in person, on phone and via email.
  - Promote the School's statement of mission and philosophy.
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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Attends Staff Development Meetings
  - Attends Division Meetings
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### QUALIFYING CHARACTERISTICS

- Bachelor's degree preferred or high school diploma and a minimum of three-five years' experience in a similar position.

- An extremely well-organized, detail-oriented individual who has a high energy level together with an accompanying sense of urgency.
- Bright, hard-working and enthusiastic with a serious commitment to excellence.
- Industrious, independent-minded and determined, with a drive to achieve results.
- Entrepreneurial and highly motivated, with the ability to transmit passion to and through others.
- Ability to interact with parents, faculty and other friends of the school.
- Ability to handle confidential material and situations with discretion and sensitivity.
- Flexibility and the ability to multitask.
- Well-developed interpersonal skills to deal effectively with a wide range of school constituents.
- A person of unquestioned integrity who has an impeccable reputation, who honors commitments, and who deals with people in a straightforward and personal way.
- An accessible and approachable people person with a good sense of humor.
- Self-confident and secure in one's achievements without seeking or requiring recognition.
- Someone who responds well to criticism and deals successfully with difficult and challenging people and circumstances.
- Must demonstrate competency with Microsoft Office, Google apps, and other educational technology. onCampus knowledge is a plus.
- Ability to use basic office equipment.

### WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

*These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.*

#### Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

#### Physical Requirements:

- Seeing
- Color Perception

- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds
- Lifting 0 – 40 pounds

- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

#### Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*