

STERNE SCHOOL Job Description

Front Office Administrator

Sterne School provides full-day instruction to lower, middle, and high school students. The school's mission is to build on the foundation of individual strengths to discover and nurture each student's version of greatness. In a warm respectful atmosphere, our students become confident, responsible students. The school is certified by the California State Department of Education and accredited by the Western Association of Schools and Colleges. Sterne School is an equal opportunity employer.

JOB DESCRIPTION:

Start Date: July 14, 2025

The School Office Administrator is the gate-keeper of the school office, providing clear communication and customer service to all students, staff, parents and visitors. The Front Office Administrator reports to the Head of School, and works in parallel with an additional Front Office Administrator.

Facilities:

- Open and close building with security staff
- Support safety plans, crisis communications, and fire drills; distribute and record student medications
- Maintain inventories of Front Office, supply closet, kitchen, classroom supplies
- Track and fulfill Order Request forms across all departments and divisions
- In collaboration with the Facilities Manager, order furniture and maintenance items
- Oversee all aspects of the school lunch program (including vendor contacts and distribution of cold lunches)
- Coordinate and communicate with Zacca Security for personnel schedules and calendar
- Coordinate with the Facilities Manager and facilities staff for day-to-day needs

Communication:

- Serve as the primary point of contact for students, staff, parents, and visitors via email, phone, and in-person
- Support all departmental communications, including mailings, email, and the weekly newsletter
- Manage daily attendance of students, faculty and staff
- Serve as a main point of contact for substitute teachers

Administrative Support:

- Organize and maintain physical and electronic records in collaboration with Registrar
- Collaborate with the Director of Business and/or Athletic Director for co-curricular activity sign-ups
- Serve as a liaison between the school's Parent Association and school administrators (i.e. calendaring events such as Teacher Appreciation lunches; communicating items about weekly Homeroom newsletters, etc.)

Calendars and Schedules: *Utilize Google Calendar and Blackbaud to do the following:*

- Manage building and security calendars
- Support the development of academic and events calendars across departments and divisions
- Coordinate calendar with Saturday School

- Respond to teacher requests for substitutes and coordinate substitute teacher schedules, including mid-day absences and after-school “walking bus”
- Schedule on-campus visitors in collaboration with school administrators
- Collaborate with Registrar to update and maintain divisional schedules (on Blackbaud)

Event Support:

- Coordinate food orders for events and activities throughout the school year
- Provide light set-up and decor as requested
- Coordinate and oversee school Picture Day

Other Duties (such as):

- Participating in training or professional development programs
- Providing coverage for staff lunch breaks
- Providing basic First Aid and care for students as-needed

Skills and Qualifications:

- Excellent written and verbal communication skills
- A customer service approach
- Ability to prioritize tasks and time
- Proficiency with Google and Microsoft Suites
- Experience with Blackbaud or similar LMS preferred

Schedule and Salary:

- This is an hourly non-exempt position. Work hours are 7:30 a.m. to 4:00 p.m.
- This position requires the employee to work on-site
- Compensation is \$32 - \$37/hr

To Apply:

Please send a cover letter and resume to employment@sterneschool.org.