



JOB DESCRIPTION

NAME:	
TITLE:	Administrative Assistant
REPORTS TO:	CFO
DATE:	May, 2019

Check applicable interactive boxes below:

Exempt Non Exempt Full-Time Part-Time (# hours:)

PART I. Position Summary & Essential Functions

Position Summary: *This is a 3-5 sentence summary of the overall position responsibilities.*

This position is responsible for day to day administrative work that supports school operations. This includes being the first point of contact for general calls and visitors, supporting general student and family needs, and supporting faculty and main office staff. This position is also responsible for maintaining office supplies and the appearance of the main office. The person in this position should have a positive attitude, able to deal with a wide variety of people associated with the school on a daily basis, and have strong computer and oral and written communication skills.

Essential Functions/Responsibilities: *Describe the essential responsibilities and activities of the position below indicating the approximate percent of time spent performing each activity. The percentage should total 100%. Please include only responsibilities that account for 10% or more of your time and group all others into one category if necessary.*

1. Support School Operations

- a. Act as first point of contact for the O'Dea community which includes responsibility for the main phone line, and greeting and directing guests within the school.
- b. Support general basic needs of student and families on a daily basis.
- c. Provide administrative support to faculty and main office staff.
- d. Track and order office supplies, maintain central office areas, and distribute incoming and post outgoing mail.
- e. Provide student health related services including accurately tracking and collecting immunization records, administering oral medications to students and ensuring we have appropriate paperwork for those students.
- f. Help set up food for staff meetings and related functions.
- g. Help track merchandise inventory and conduct sales during the school day.

2. Support Website and Other

- a. Help with website updates on a regular basis under the direction of the Communications Manager.
- b. Gather information for daily announcements.
- c. Draft and send basic communications to families and review documents for completeness.
- d. Ensure digital master calendar is up to date at all times on the website and internally.
- e. Produce Word documents, powerpoints and other communication materials for a variety of school departments.
- f. Produce school directory for families.

3. Other Duties as assigned

- a. Work as needed at school functions outside normal hours.

PART II. Minimum Qualifications – Indicate the minimum education, experience and skills needed to satisfactorily perform the responsibilities of the position.

Minimum Education Required - Check one box:

- HS Diploma Associate Degree BA/BS Masters PhD/MD

List preferred related field for degree:.

If experience will be considered in lieu of a degree, list the level of experience/education that will be considered.

3-5 years experience in a similar position

List any Professional License/Certification Required (i.e., LMSW, LCSW; CPA; CFRE):

Minimum Experience/Skills/Competencies Required (e.g., Time Management, Communication):

Strong written and verbal communication; ability to act with a high degree of confidentiality

Technical/Other (e.g. Data Management – knowledge of specific database software, the ability to extract and analyze data; knowledge of Microsoft Office Suite; knowledge of financial law, tax codes):

Computer skills, knowledge and ability to use Office 365, adept at learning a variety of software applications

PART III. Physical Demands/Work Environment - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Walking		x		
Bending		x		
Standing		x		

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Stooping		X		
Sitting				X
Climbing	X			
Driving		X		
Traveling	X			
Extended hours and/or nights and weekends as needed		X		
Lifting up to 50 lbs. with or without assistance		X		
Lifting over 50 lbs. with assistance	X			
Stretching/reaching			X	
Distinguish smell/temperature	X			
Hearing				X
Seeing				X
Speaking and communicating effectively with all people including some with diverse backgrounds				X
Operating computer and standard office equipment				X
Hand/finger dexterity				X
Motor skills and hand-eye coordination				X
Exposure to hazardous materials	X			
Exposure to outside activities that could include extreme temperatures or inclement weather	X			
Other:				

The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.

Approvals:

Employee

Date

Supervisor

Date