

Administrative Assistant

Administrative Assistant Job Description

The Administrative Assistant is an indispensable component of the French American School of Denver. The Administrative Assistant plays a central role in ensuring an orderly, responsive, and open school environment. In addition to maintaining the school's administrative systems and routines, the Administrative Assistant functions as the primary contact person for all of the school's constituents. In this role, the Administrative Assistant must be able to communicate effectively with students, teachers, families, trustees, donors, and visitors.

This position reports to the Executive Director/Principal or his/her designee.

Salary Range: \$25,000-\$35,000 commensurate with skills and experience.

Skills & Qualifications

- General
 - Preference will be given to applicants with 1+ years of experience conducting similar tasks to those outlined below.
 - Previous experience working in an urban school environment is preferred but NOT required.
 - **Fluency in both French and English is preferred, but NOT required.**

- Professional Communication Skills
 - Clear & professional communication is a major component of this job.
 - Must maintain a patient and kind demeanor, with a strong and cordial orientation toward all staff, students, and community members.
 - The ability to establish and maintain a professional, collegial, and helpful working relationship with staff, administrators, parents, students, and other community members is a must.
 - As the gatekeeper to the school, a successful applicant must place emphasis on fostering and promoting a kind, professional, courteous work environment, minimizing gossip and helping ensure smoother workings of the school.

- Skilled in modern office methods and practices (or willingness to learn prior to start date):
 - Intermediate skill in professional aspects of email, including bcc, creating and updating distro lists, responding to inquiries using appropriate template language, and prompt responses.
 - Intermediate skill in Microsoft Suite and Google Suite (specifically Excel, Google Sheets, Word, and Google Docs). This requirement includes:
 - Spell check, formatting, mail merge, basic data entry, typing 45 words per minute or more, and general familiarity with letter writing and proofreading.
 - Intermediate skill in electronic calendar functions (i.e. Google Calendar or Microsoft Outlook), including scheduling appointment, sending invitations, cancelling events, updating others' calendars, scheduling reminders, bcc's distro lists, and ensuring correct time zones.
 - Basic skills in operating standard office equipment, including print, fax, multi-line phone systems, laminating machine and copier. Specific tasks include:
 - Printing envelopes

- Printing letters or flyers on multiple sizes of paper
 - Placing one call on hold while answering another
 - Transferring phone calls from main line to various classrooms.
 - Making copies using “auto-collate” and “auto-staple” functions.
- Professional Attitude and Demeanor:
 - Excellent work attitude and ability to take ownership/responsibility for project completion; as well as ability to provide initiative in reaching organizational goals
 - Helps minimize gossip.
 - Maintains strict confidentiality in all aspects of assignments.
 - A willingness to do whatever it takes to ensure the school’s success
 - Openness to feedback and willingness to take personal responsibility
- Demonstrates strong organizational skills
 - Plan, organize, and execute using independent judgment
 - Ability to keep track of times, dates, changes, updates, and details for a variety of staff.

Essential Job Functions:

Reception

- Welcome, greet, and document all guests (ensuring that students only leave with authorized parents/guardians, monitoring and controlling access to the school, etc.)
- Manage phones and school communications (answering calls, re-directing calls, taking messages, placing calls, creating school announcements, etc.)
- Directs all inquiries, either in person or by phone, to the appropriate staff member
- Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community
- Covers security desk and academic office, as needed

Administrative

- Manage mail (distributing received mail, preparing school mailings, making mail drops, ensuring that mailings are sent in a timely fashion etc.)
- Receive and process school wide orders, and ensures delivery to proper staff member
- Manage faxes
- Maintain postage/stamps for school wide use
- Organizes and files correspondence
- Copy and distribute school wide memos
- Help to plan and manage logistics for school events and activities (making photocopies, setting up for special events, making phone calls to confirm attendance, etc.)
- Help to organize staff meetings, staff retreats, and annual evaluations
- Maintain school calendar of events
- Assist the Director of Operations with facilities management
- Oversee office support from the Office Assistant

- Assist families in completing the Federal Lunch Program applications, checking the applications for mistakes, and submitting applications

Supply Inventory & Maintenance

- Maintain office equipment and furnishings
- Receive, inventory, store, and issue supplies for the school office
- Distributes supplies to staff, as needed
- Prepare and maintain the inventories of all furnishings, equipment, and materials and submit requisitions for replacement as needed
- Maintain active inventory of office/school supply levels, classroom inventories, and submit requisitions to replenish as needed
- Maintain active inventory of all technology equipment and submit requisitions when inventory is low (bulbs, spare parts, etc.)
- Manage facility maintenance issues, and address classroom furniture, restroom, and facilities issues with the custodian and/or Director of Operations
- Manage technology issues, and address technology issues with the technology coordinator, IT consultant, or Director of Operations, as appropriate
- Maintain library of software manuals, DVD's, CD-ROMs and videotapes

Recruitment and Admissions

- Assist the Enrollment Committee with the enrollment and registration process
- Manage school's waitlist
- Follow up with all admission applications submitted online and mailed to the school
- File all admissions and lottery applications
- Ensure that all supplemental documentation for lottery and enrollment applications are submitted
- Assist with maintenance of accurate, complete files for each student and with coordination of enrollment procedures
- Attend lottery process

Student & Staff Records and Database

- Ensures students' academic records are filed and current
- Maintains staff and student files
- Maintain and utilize school database to update demographics, and grade entry
- Process student enrollment applications and registration paperwork
- Assist with maintenance of accurate, complete files for each student and staff member.
- Collect and enter various kinds of school data into administrative databases
- Process transfer paperwork for students that leave and make sure to note attrition reasons
- Assist nurse consultants and perform basic nurse responsibilities when needed
- Manage the collection and maintenance of student, personnel, and school information (receiving forms and paperwork, tracking missing forms, managing databases, updating contact information,

keeping records current, etc.)

- Complete enrollment-related tasks and update student information system

Health

- Ensure that student medical records are filed in the nurse's office
- Ensure that student immunization records are in compliance and entered into student information system.
- Assist school nurse as needed

Education, Training and Experience:

- Associates degree required

Physical Demands:

- Regularly lift and/or move up to 10 pounds
- Occasionally lift and/or move up to 25 pounds
- While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms and talk and hear for up to 8 hours per day. The employee may occasionally be required to bend, stoop or kneel

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbent may be requested to perform job-related tasks other than those stated in this description. In addition, the incumbent may be requested to occasionally perform other tasks. All prospective employees must successfully complete a Department of Justice fingerprinting background check and reference checks to ensure the safety of the faculty, staff and students of FASDenver.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday during school business hours which are longer than school classroom hours.

Education:

- High school or equivalent (Preferred)

Required Experience:

- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)

Work Location:

- One location

Work Remotely: No

Telework: No

Proof of Vaccination status required.