

## **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 ( as posted on Indeed - will offer \$30-35,000)

PLEASE NOTE: Interviews for this position will begin in late July

### Skills & Qualifications:

- Preference will be given to applicants with three years' experience or more in an office environment with similar tasks, and previous experience in working in an urban school environment, preferred
- Preference will be given to applicants who are bilingual in French and English
- Communicates well with others and demonstrates strong interpersonal skills with students, parents, colleagues and community members
- Patience, along with a strong and cordial orientation toward all staff, students, and community members
- Ability to establish and maintain a professional/effective working relationship with staff, administrators, parents, students, and other community members
- Excellent work attitude and ability to take ownership/responsibility for project completion; as well as ability to provide initiative in reaching organizational goals
- Skilled in modern office methods and practices, including filing systems, databases and word processing and data management software (MS Excel), letter writing, proofreading and standard office equipment operation
- Demonstrates strong organizational skills
- Plan, organize, and execute using independent judgment
- Ability to maintain 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

## 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 or hear. 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

Education:

- High school or equivalent (Preferred)

Experience:

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

Work Location:

- One location

Work Remotely: No