HIGH MEADOWS SCHOOL

Title: Educational Administrative Assistant
FLSA Status: 12-month full-time, Non-exempt
Hours: Monday – Friday, 7:45 a.m. – 4:15 p.m.
Reports to: Head of School

Job Description

The Educational Administrative Assistant serves as primary support for the academic life of the school.

Duties and Responsibilities

- Areas of involvement will include, but not limited to:
  - Clerical support to the educational administrative team including Head of School
  - Overnight trip arrangements, forms and communication
  - Parent-teacher conference coordination
  - Support for curricular documents, accreditation materials, and accreditation process
  - Logistical support for faculty retreat, faculty meetings, and school events
  - Initiated of school calendars
  - Scheduling/coordinating educational enrichments and visitors
  - Coordination of annual review of Family Handbook, Faculty Guidelines
  - Ordering of some educational materials
  - Coordination of back to school documents including orientation packets
  - Support for faculty work weeks before and after school year
  - Logistical support for all parent and public events
  - Regular communications with parent/guardians
  - Occasional duties at carpool, temporarily working in a classroom
  - Other duties as approved by Head of School

Desired Qualifications and Characteristics

- BA/BS Degree
- Significant clerical experience
- Significant customer support service
- Experience with school-age children
- Warm, welcoming, positive personality
- Collaborative style, works well with all community
- Able to work comfortably in a fast-paced, multi-task environment
- Strong written and verbal skills
- Mature problem solver who anticipates needs and initiates solutions
- Strong organizational skills
- Occasionally will be required to bend, stoop, stretch, and occasionally lift up to 50 pounds.

Interested candidates should complete the High Meadows School application found on our website, www.highmeadows.org, along with submitting a resume, cover letter and salary expectations to Jane Murphy, HR Manager, jmurphy@highmeadows.org.