

JOB DESCRIPTION:
North Creek Campus Receptionist & Administrative Assistant



Woodinville Montessori School
 a nonprofit organization

SUMMARY:

This part-time position serves as the initial point of contact within the school for prospective and current families and provides general administrative support as well as collaboration with staff members on all student data-related activities. Promotion of a healthy and effective school culture aligned with the school’s values and mission is an essential component of this position.

This individual will exhibit professionalism, clear, positive communication skills, and contribute positively to the school community beyond job specific tasks. They will understand the importance of confidentiality, organizational skills, accuracy, and attention to detail while committing to meet the needs of each member of the community.

CALENDAR: Temporary: October – June.	STATUS: Non-exempt / Hourly	COMPENSATION / SCHEDULE: \$24 - \$28 DOE/ 9:30AM – 3:00PM, Monday - Friday
DEPARTMENT/LEVEL: Advancement / Entry	REPORTS TO: Director of Communications	DATE: October 2024

Reception:

- Greet and assist students, current families, prospective families, and visitors via phone, email, and in person.
- Facilitate the flow of information to ensure others are aware of deadlines, schedules, and other vital information.
- Maintain attendance log of absent students, follow-up with families for unreported absences.
- Supervise students waiting for pick-up in the main office as needed.
- Maintain and post signs for school closures, camp days, community workshop events, etc.
- Produce and/or coordinate nametags for visitors and volunteers, as well as staff, BOT, and student ID cards.
- Understand and perform all-school emergency closure procedures as directed.
- Understand assigned emergency functions.

Hiring Coordination:

- Create requisitions for new position openings.
- Field inquiries from potential candidates.
- Screen candidates by phone.
- Schedule interviews with Program Directors.
- Keep track of hiring materials such as resumes and evaluations.
- Communicate with the HR specialist about successful candidates to begin the onboarding process.
- Assist with the preparation and distribution of offer letters and other hiring documents.
- Maintain records of all hiring activities and ensure compliance with organizational policies and procedures.
- Coordinate with various departments to ensure a smooth hiring process.
- Provide regular updates to Program Directors and HR on the status of open positions and candidates.

Correspondence & Mail:

- Open, sort, and distribute mail daily.
- Receive deliveries and notify recipients.
- Distribute materials to classrooms and employee mailboxes as requested.
- Accurately process mailings (including bulk mailings) and bring to Post Office.
- Log cash and checks received, provide cash receipts for payments.

Administrative Support:

- Know and implement procedures as described in the Front Desk Procedures Handbook as well as the Admissions-Registrar Procedures Handbook.
- Assist with the processes of admissions, enrollment, re-enrollment & student withdrawal.
- Assist with the collection, maintenance, archiving, transfer, and release of student records, information, documents, forms, and releases for new and returning students.

- Assist with the creation and digitalization of student academic and administrative files.
- Assist with the annual collection and recording of student health forms, immunization records, emergency contact information, authorizations, and releases.
- Manage the collection of students' medications.
- Assist with preparation and distribution of back-to-school classroom packets for faculty.
- Maintain and update campus Daybooks including allergies, emergency contacts, pick-up lists, medication authorizations, and emergency consent forms.
- Assist Auxiliary Program Director in preparing for camps by creating Daybooks, sign-in sheets, and gathering medications for campers.
- Coordinate with Facilities department, staff, and faculty (including email inquiries) to maintain campus building schedules for meetings, room-use (camps, electives, lunches, vendors, etc.); maintain ongoing room reservation calendar in Outlook.
- Assist with collection, preparation, and distribution of campus Progress Reports.
- Create and update student and visitor sign-in sheets.
- Create and update carline signs, including mail merge, printing, and distributing.
- Ensure compliance with all current and applicable state and federal laws regarding privacy of student information, as well as other legal and regulatory requirements regarding the collection, storage, and communication of student educational records and information according to the Department of Children, Youth, and Families and Department of Licensing.
- Perform other duties as requested.

EDUCATION/CERTIFICATION REQUIREMENTS:

- Two years of college or equivalent experience required, bachelor's degree preferred.
- Infant/Child & Adult CPR (within 30 days of hire)
- First Aid (within 30 days of hire)
- HIV/Blood-borne Pathogens (within 14 days of hire)

SKILLS AND EXPERIENCE REQUIREMENTS:

- Administrative experience required, within a school setting highly desirable.
- Professional experience with strong knowledge of standardized education practices, FERPA, education databases and systems (preferably FACTS), and student information collection and management
- Strong ability to accomplish a high volume of time-sensitive tasks quickly using a variety of computer and data processing software.
- Knowledgeable and current on all applicable state and federal laws regarding privacy of student information, as well as other legal and regulatory requirements regarding the collection, storage, and communication of student educational information
- Familiarity with federal rules regarding student educational records highly desirable

KEY PERFORMANCE CHARACTERISTICS:

- Demonstrates excellent written and communication skills, including speaking in public.
- Ability to work successfully in a collaborative team relationship.
- Committed to excellent customer service.
- Interact with students, families, and co-workers in a warm, patient, calm, respectful and confident manner.
- Be organized, attentive to details, able to efficiently schedule tasks, and a careful observer.
- Ability to maintain confidentiality.
- Maintain a calm demeanor in a busy, highly flexible environment.
- Understand and execute verbal and written instruction, policies and procedures and implement them with a degree of independence.
- Achieve and maintain positive relationships with students, staff, and families.
- Use tact, courtesy, and good judgment.
- Model and monitor appropriate student behaviors and communication skills.
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements

WORKING CONDITIONS:

- Must remain flexible to meet the immediate needs of students, staff, and school.
- Required to manage multiple tasks simultaneously and prioritize.
- May experience frequent interruptions.
- May occasionally deal with distraught or difficult students or families.
- May occasionally be outside in all weather conditions.

Physical demands:

- Is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- May occasionally lift and/or move up to 50 pounds.
- Demonstrates fine hand manipulation (keyboarding)
- Capable of expressing and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to others accurately, loudly, or quickly (emergency evacuations, etc.)
- Must possess acceptable hearing and visual capabilities, to determine the accuracy, neatness, and thoroughness of the work assigned, and to monitor the environment and children's well-being.
- Able to fully participate in activities.

Mental and emotional demands:

- Able to tolerate noisy and busy children.
- Communicates with colleagues and families under stressful conditions.
- Coordinates well with co-workers, verbally and nonverbally.
- Displays a positive attitude

OFFICE AND SOFTWARE SKILLS:

- Proficient in use of internet, Outlook email, and Office 365 applications
- Mastery knowledge of FACTS SIS or willingness to pursue.
- Competent with databases: data entry, data structure, report generation, and maintenance
- Ability to learn new software independently

UPON HIRE:

Complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nationwide criminal history check, which requires the employee to provide fingerprints. Must provide documentation of a current, within the last 12 months of a negative FDA-approved TB test by a licensed health care professional.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

I have read this Job Description, and I understand the duties, requirements, characteristics, and skills. I certify that I am capable and qualified to carry out these duties as described above.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____