



Administrative Assistant to the Head of School

Date Posted: October 15, 2020

Closing Date: October 23, 2020

ABOUT THE SCHOOL:

The Girls' School of Austin is a private, independent K-8 school (150 girls) in the historic Tarrytown district of Austin. The School brings together a diverse student body with a strong emphasis on creativity, community building, collaboration, and problem solving. Classes in Spanish and the visual and performing arts enrich the strong academic program. Significant use is made of the artistic and natural resources in Austin and the surrounding area. The School has an unusually active and committed parent body

MINIMUM QUALIFICATIONS:

This position requires a high school diploma or equivalent and a minimum of three (3) years of related experience.

SKILL REQUIREMENTS:

This position requires incumbent to have well developed general office skills and technology skills, such as the use of Microsoft Office products, as well as a thorough understanding of the policies and programs of the school. Incumbent must be able to perform a wide variety of duties simultaneously and respond to interruptions. This position requires the ability to operate office equipment such as computers, copiers, and phones with multiple lines. Incumbent should have strong interpersonal skills and knowledge of school policies and procedures, which are necessary to respond to inquiries from parents, teachers, students, administrators and/or staff members. Prefer incumbent type accurately at 45 words per minute. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent performs a wide range of clerical and administrative support to optimize workflow procedures in the school setting. Incumbent must exercise judgment in answering questions, applying school or office policies to specific situations, determining types and quantities of supplies to order, and maintaining confidentiality.

ESSENTIAL FUNCTIONS:

The administrative assistant reports to the head of school and is responsible for all issues relating to the school, as delegated by the head of school. These include, but are not necessarily limited to, the following areas:

- schedule the head's appointments and meetings
- handle the head's correspondence and general correspondence to parent body
- screen the head's telephone calls and takes messages
- sort and process mail (e.g., read, sort, and distribute incoming mail, weigh outgoing mail, and apply correct postage, make trips to the post office, and prepare responses when necessary)
- maintain and update standard letters
- maintain family, faculty, and various other databases

- maintain teacher absence file
- prepare agendas for faculty meetings
- order refreshments
- maintain lunch ordering system to include sorting lunches and distribution of such
- maintain rosters for after school programs and summer camps
- work collaboratively with other staff to maintain student records and files
- provide basic first aid to students
- prepare class and distribution lists
- collect and maintain student registration and health documents
- prepare and complete employee and volunteer criminal history checks
- organize and schedule student vision and hearing exams
- assume responsibility for special research and other projects for the head of school
- perform other duties as assigned by the head of school
- support the school and its leadership
- screen and direct telephone calls and visitors (e.g., determine the nature of the visit or call and direct them to the appropriate person or take messages, as necessary)
- maintain files for correspondence, reports, reference material, and retrieve filed material as requested
- order, receive, and distribute office supplies; restock supply room, as necessary
- make travel arrangements for staff attending conferences or out of town events

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is generally performed in a standard school office environment. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

Incumbent is supervised by the Head of School and responds to requests from faculty, staff, parents, and the GSA community. Work is reviewed and proofread by supervisor or other staff. Incumbent will have contact with faculty and staff, co-workers, student, parents, and the GSA community.