



**JACK & JILL
CENTER**

EMPLOYEE JOB DESCRIPTION

JOB TITLE:	Administrative Assistant
DEPARTMENT:	Madelaine Halmos Academy (MHA)
CLASSIFICATION: Exempt /Nonexempt	Non-Exempt
REPORTS TO:	MHA Principal
SUPERVISORY RESPONSIBIITY:	No
POSITION TYPE AND EXPECTED HOURS OF WORK	Full time position Monday through Friday
REVIEWED/REVISED DATE:	November 2022

REQUIRED EDUCATION:

Associates degree; Bachelor degree preferred

REQUIRED CERTIFICATIONS:

Must be certified in CPR/First Aid and required to keep certification current.

REQUIRED WORK EXPERIENCE (YEARS):

Two years of experience as a receptionist or other relevant experience.

JOB SUMMARY/PURPOSE (1325 Character Max):

Assist leadership and all visitors to the school by providing prompt, courteous attention and professional assistance via all methods of communication, including in-person, phone, and e-mail. Support the monitoring of the attendance and security of those in the school. Provide administrative support and office tasks. This position is key to the effective, efficient operation of the school office.

REQUIRED QUALIFICATIONS:

To be successful, candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. The Administrative Assistant must be comfortable with computers, general office tasks, and excel at both verbal and written communication. Administrative Assistant will manage student, family, staff and volunteer data and must exhibit a high level of decorum and professional discretion. Most importantly, Administrative Assistant should have a genuine desire to meet the needs of others.

- Maintain good working relationships with staff, parents, donors, funders and vendors.
- Maintain confidentiality at all times.
- Have knowledge and understanding of Microsoft Office, Google platform, and be able to learn additional programs as needed.
- Have a knowledge and understanding of child development and the needs of children.
- Understand and support the philosophy and goals of the organization and be able to work effectively within the structure of the organization.
- Maintain good working relationships with co-workers.
- Be self-motivated to increase knowledge and skills by attending staff meetings, workshops, and reading literature related to the field of child development, elementary education, and interpersonal relationships.

- Follow the guidelines as set forth in the Family Handbook, Team Member Handbook, parent newsletters, as well as other materials from staff and parent meetings.
- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to communicate efficiently in writing, using the English language, with or without the use of auxiliary aids or services.
- Ability to work cooperatively with colleagues and staff.
- May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to, pens, pencils, calculators, computer keyboards, telephones, etc.
- Demonstrates initiative and leadership abilities.
- Bilingual preferred. (Spanish, Creole)

ESSENTIAL JOB FUNCTIONS

ESSENTIAL JOB FUNCTION (1): Phones
<ul style="list-style-type: none"> • Answer phones, maintain record of and distribute calls and/or messages in a courteous and timely manner. • Listen to voicemail recordings and distribute messages. Return calls and communicate to families as needed
ESSENTIAL JOB FUNCTION (2): Visitors and Security
<ul style="list-style-type: none"> • Greet visitors in a courteous and professional manner. • Assure guests are signed in properly and present ID consistent with Madelaine Halmos security policies and procedures; log visitors into system. • Monitor front door and admit visitors. • Coordinate volunteer and support services, scheduling, and documentation. • Ensure Reading Pals sign in and assist them as necessary. • Work with Director of Health Initiatives to ensure that parents receiving Incident and/or Health Concern forms promptly and acknowledge receipt, successfully.
ESSENTIAL JOB FUNCTION (3): Student Attendance
<ul style="list-style-type: none"> • Assist with coordination of student enrollment steps from first touchpoint to first day attending school. • Assist with maintenance of student print and digital files, including data stored in Student Information System, conference reports, behavior reports, and funding support. • Record daily attendance in school software program from manually completed attendance sheets. • For students that are absent, contact families to determine reason for absence. • Ensure parents sign out students at the end of the day and reconcile daily attendance. • When student returns to school from an absence, obtain written documentation for absence, determine if absence was excused/unexcused, update software and file written documentation. • For sick children, notify parents of student illness and need to pick child up; assist in watching child until parent pick up or communicate plan to necessary staff.
ESSENTIAL JOB FUNCTION (4): General Office
<ul style="list-style-type: none"> • Handle office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies • Provide real-time scheduling support for school events, parent-teacher conferences, etc. • Assist Program Staff by contacting families via phone calls, letters, emails, etc. • Ensure that the lobby and entrance area is clean at all times. • Administrative assistance to Elementary School staff, including typing, photocopying, faxing, etc. • Assist with the generation of reports, transcription of minutes from meetings, create presentations, and



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conduct basic research.

- Order supplies as requested and approved.
- Other duties deemed necessary by Administration.
- Frequent walking, sitting, bending, stooping, lifting up to 30 pounds and reaching overhead required.

EEO STATEMENT

Jack & Jill Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager/Director _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____