



JOB DESCRIPTION: Office Assistant

REPORTS TO: Head of School

REVISION DATE: April 2024

EMPLOYMENT STATUS: Regular Full-Time / Year Round
(30-40 hours in summer)

FLSA STATUS: Non-Exempt

SUMMARY OF POSITION

The MCMS Office Assistant serves as the face of the school by warmly welcoming students, families and guests upon arrival. The Office Assistant performs various office management duties, which support students, families, program staff and fellow administrative members. The office assistant also helps in classrooms when needed as well as some recess coverage during the week.

The Office Assistant is a member of the school's administrative team, reporting directly to the Head of School. This position is scheduled to work 40 hours per week during the school year and 30- hours during the summer, with the schedule determined in the spring based on the needs of the school and the summer schedules of other administrators.

The Office Assistant agrees to devote their full time and attention during normal working hours to their duties as the Office Assistant of the school. The Office Assistant will perform their duties (including, but not limited to, those listed below) subject to the general supervision and direction of the Head of School. The Office Assistant shall abide by all rules and policies of the school, as stated in both the MCMS Employee and Community Handbooks and carry out the school's mission: Respecting children & their natural joy of discovery. The Office Assistant will adhere to the school's essential expectations and professional standards.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Office Management/Support

- Welcome and guide visitors, answer calls and relay messages to staff as needed.
- Perform a variety of office tasks, such as: providing accurate and timely information to students, families and/or staff; requesting, sorting and filing records, documents, mail and other material; and photocopying, collating and laminating, and other related tasks.
- Inventory, order and distribute office and classroom supplies (including stocking the kitchen for snack) as needed/requested; responsibly manage funds, as assigned.
- Maintain daily restocking, organization and cleanliness of the main office and other common areas, such as the lobby, office kitchenette and conference rooms.
- Complete necessary reports requested by the Head of School, governmental entities, and community organizations, including immunizations and reviewing and distributing accident reports.
- Prepare, assist with editing, and distribute school communications including the weekly school newsletter, and other communications as requested.
- Promote harmonious relationships among all constituents of the school; help facilitate communication between students, families, and staff.
- Prepare for meetings and events by ordering refreshments, set up and tear down, communications with staff, families, and volunteers, and recording and distributing agendas and minutes.

Health & Safety

- Ensure safety of students by overseeing locked entrances, including video monitors
- Guarantee that student health and allergy information is tracked, monitored, and disseminated.



- Update, publish, and distribute and emergency information to staff.
- Serve as informal school nurse and first responder by providing basic first aid to ill or injured students; administer students' medication; and send notifications to families as appropriate.
- Assist with and serve as back-up to the Director of Finance & Operations for safety drills and maintenance of appropriate records.

Students/Families & Programs

- Coordinate attendance, absence, and tardy tracking; enter information into database; generate lists, rosters and reports as needed .
- Track enrollment changes, and facilitate student transfers according to established procedures, including updating database(s); managing student records; verifying immunization information; and responding to records requests in a timely fashion.
- Prepare information for back-to-school mailings, re-enrollment, and student reports as requested.
- Manage transportation reimbursement information for qualifying families.
- Compile and update MCMS Family Directory
- Manage the online staff calendars and school calendar.
- Supervise of students in the office or at other times around school as needed for coverage.
- Facilitate and track background and driver's record checks for volunteers and parent drivers with the Director of Finance and Operations

Other Responsibilities

- Assist with temporary coverage for other staff members in the classroom, at recess, or at arrival/dismissal times as requested.
- Perform other duties as assigned by the Head of School

JOB KNOWLEDGE, SKILLS & ABILITIES

- Excellent verbal, written, and interpersonal skills
- Demonstrates flexibility and adaptability
- Takes initiative and is self-directed
- Ability to work with diverse populations that include parents, prospective families, students, staff, external consultants, and caregivers
- Possesses strong technical skills, including Microsoft Office, G Suite (Google); familiarity with Mailchimp, Canva, JotForm or related tools a plus
- Ability to prioritize and manage multiple tasks in busy setting
- Works with a high degree of accuracy and attention to detail
- Can think clearly and remain calm in emergency situations
- Maintains confidentiality and uses direct communication to resolve conflicts

EXPERIENCE AND EDUCATION

- Experience in school setting preferred; must enjoy working with and around children
- Must successfully clear background checks and have the ability and willingness to obtain first aid, CPR, fire extinguisher, and other safety training provided by MCMS

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Activity	<25%	25%	50%	75%	100%
Standing		X			
Sitting				X	

Walking		X			
Bending	X				
Squatting	X				
Lifting up to 35 lbs		X			
Hand Use: Grasping			X		
Fine Manipulation				X	
Driving	X				
Work: Inside in office setting (with students at times, at MCMS)				X	
Outside		X			
Visual: Near and Far					X
Depth Perception: Yes					X
Correct Color Perception: Yes					X