



ST. THOMAS SCHOOL

Open Position: Administrative Assistant for Division Directors

Supervises: N/A

Reports to: Director of EC/Director of MS/Director of ELC & Extended Day Programs

FLSA Status: Non-Exempt

When Needed: Immediately

“I’ve never felt so empowered.”

-STS employee

Are you a dynamic, highly motivated teacher that embraces innovation and longs to be part of a school that encourages thoughtful risk-taking, is open to new approaches to instruction, and is committed to your professional development?

Do you want to shape tomorrow’s leaders by having the opportunity to play a role in determining the school’s climate and collaborate with colleagues to decide what and how you will teach?

If so, we have the perfect role for you!

We are seeking an Administrative Assistant for Division Directors committed to our mission of developing responsible citizens of a global society. Under general supervision, you will provide administrative support for our Division Directors. You will support students, parents, and other community members in realizing our Guiding Principles and will abide by our Framework for Professional Standards.

Who We Are

- Non-Sectarian
- Independent
- Preschool – Eighth Grade

What We Offer

- Competitive salary
- Robust benefits package
- Professional development opportunities
- Extraordinary work environment

St. Thomas School, one of the oldest independent schools on the east side of Lake Washington, is defined by a cognitively rigorous program with an emphasis on developing character, leadership, and a passion for learning and achievement. STS is a recognized leader in developing the whole student. Our core values include gratitude, responsibility, respect, courage, integrity, tolerance, compassion, perseverance, and generosity. STS serves over 300 students and boasts a 55,000 sq. ft. LEED Gold certified campus.

Job Summary:

Under general supervision, provides administrative support for the Director of the Elementary Center (EC), the Director of the Middle School (MS) and the Director of the Early Learning Center (ELC) & Extended Day Programs.

Specific Responsibilities:

- Provides administrative support primarily for the Director of the Elementary Center (EC), the Director of the Middle School (MS) and the Director of the Early Learning Center (ELC) and Extended Day Programs.
- Acts as primary contact for ELC, EC and MS Division Directors with regard to parent, teacher, and staff meetings
- Manages calendars for ELC, EC, and MS Division Directors, scheduling, setting meetings, updating
- Assists STS School Counselor and Director of Personalized Learning in scheduling meetings involving parents and/or Division Directors, when needed
- Manages Substitute Teacher procurement and scheduling, including distribution of lesson plans, sub packets, nametags; ensures that faculty maintain emergency sub plans on file at all times
- Supports Division Directors in tracking faculty PTO
- Coordinates purchase orders from ELC/EC/MS faculty and ensures that the faculty workroom is well supplied
- Organizes and supports registration, travel, and hotel arrangements for ELC, EC and MS Division Directors and faculty regarding professional conferences, workshops, and courses
- Works collegially with the receptionist and other administrative assistants, ensuring a welcoming office environment and addressing the various needs of students, parents and visitors
- Works with the Business Office to coordinate documentation of received orders, includes monthly tracking and end of month reconciling; manages "school credit card" for all faculty purchases
- Supports other special parent events and workshops as needed
- Handles daily requests from teachers, parents, and students
- Maintains academic portions of student records including testing records and report cards (electronic, current files, archived files)
- Vigorously engages in his/her own professional development
- Establishes and cultivates community relations by maintaining open and candid dialogue with all of the school's constituencies
- Is familiar and complies with all policies and regulations as put forth in the school's documents
- Since safety and security are everyone's responsibility, takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials and facilities
- Performs other duties as assigned

Required Education & Experience:

- High School Diploma or GED required
- Bachelor's degree from a 4-year college or university preferred
- 3+ years' experience working in an office environment
- Experience with school focused technology is a plus: Senior Systems Advantage, FinalSite, PickATime, SchoolMessenger

Required Knowledge, Skills & Abilities:

- Excellent verbal and written communication skills
- Proficient at working in a Microsoft Windows environment (Windows 7 or higher), using Office (version 2010 or higher), including Outlook; ability to master common automated systems for record keeping, and confidently learn new technology
- Excellent calendar- and time-management skills
- Excellent customer service skills
- Excellent professional (email, phone, letter) etiquette
- Ability to maintain confidential information
- Ability to work and communicate well with all levels of faculty and staff
- Ability to work and communicate well with students and their parents
- Ability to work and communicate well with brokers, consultants, auditors, and other outside vendors
- Ability to sit and keyboard, talk on the phone up to 8 hours per day

If this sounds like you, please go to our website at <http://www.stthomasschool.org/page.cfm?p=369>, click on Online Application Page, follow the instructions to complete our online application and upload your résumé and cover letter explaining why you are interested in this position. Thank you for your interest in St. Thomas School.

Position open until filled. No phone calls please.

*This description is intended to describe the general content of and requirements for the performance of this position.
It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*