



JOB DESCRIPTION

This document was
last reviewed on
August 3, 2017

Job Title: Administrative Assistant

Reports To: Office Manager

Supervisory: No (yes or no) Eligible for Overtime: Yes (yes or no) Pay Type: SALARIED
 EMPLOYEES CONTRACT WKRS If no: PROFESSIONAL EXECUTIVE X HOURLY
 ADMINISTRATIVE OTHER

General Purpose: To provide hospitality and to assist the Office Manager with administrative tasks

Essential Duties and Responsibilities: *This is a part-time position or two part-time positions.*

- Serve lunch (10:45 - 11:15 a.m. and 11:45 a.m. - 12:15 p.m.)
- Attend to students in the infirmary (11:15 -11:40 a.m. and 12:15 - 12:40 p.m.)
- Textbook repair (does not need to be done daily)
- Help at lobby desk during Tutorial as needed
- Help with end of day walk-through (3:30 - 3:55 p.m.)
- Supervise After School Study Hall (4:00 - 5:00 p.m.)
- Wash blankets for infirmary
- Other duties as assigned by the Head of School

Qualifications:

Required knowledge, skills, and abilities:

- Commitment to mission and vision of Thomas MacLaren School
- Demonstrated computer and organizational skills
- Outstanding verbal and written communication skills
- Resourcefulness and attention to details
- Eagerness to work with the middle- and high-school age students and their families

Education: High school diploma or better

Experience: Two or more years experience working in front desk capacity; experience working in schools with students and families preferred

Physical Requirements of this position include:

WORKING ENVIRONMENT:	SELDOM	OCCASIONAL	FREQUENT
EXTREME COLD OR HEAT	x		
HEIGHTS	x		
NOISE	x		
DRIVING		x	
WALKING/Uneven Surfaces	x		
WORKING ALONE		x	
WORK WITH OTHERS			x
MOVING HEAVY ITEMS:	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING	Over 30 lb	Over 20 lb	0-20 lb.
LIFTING OVER SHOULDER	Over 30 lb	Over 20 lb	0-20 lb.
REACHING OVER SHLDER	Over 30 lb	Over 20 lb	0-20 lb.
CARRYING	Over 30 lb	Over 20 lb	0-20 lb.
PUSHING/PULLING	Over 30 lb	Over 20 lb	0-20 lb.
PULLING	Over 30 lb	Over 20 lb	0-20 lb.

	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near/Far			x
HEARING			x
SPEECH			x
EYE/HAND COORDIN.	x		
TRAVEL:			
Local		x	
National	x		
OPERATING MACHINERY:			
COMPUTER			x
COPIER			x
MOUSE			x
TELEPHONE			x
OTHER (please list)			

I have read this job description and understand that it may change at the Head of School's discretion. I meet the required qualifications for this position and can perform the essential functions, with or without reasonable accommodation.

Employee's Signature

Date

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.