



This document was last reviewed on December 14, 2017

# JOB DESCRIPTION

**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 Head of School with administrative tasks

**Essential Duties and Responsibilities:**

- Provide welcoming atmosphere serving as MacLaren’s receptionist, greeting visitors, students, families and staff with professionalism, patience and friendliness
- Provide secretarial support to Head of School and administrative staff as needed
- Assist Office Manager as needed (e.g., maintaining inventory of office supplies)
- Provide administrative support (e.g., making copies, answering phones) to staff as needed
- Act as delegated health staff
- Assist with lunch program as needed
- Maintain faculty refreshment area
- 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.*