



Middle & High School Office & Projects Lead

Summary

The Middle and High School Office and Projects Lead will be responsible for providing administrative support for the Middle and High School Directors, and serve as the first point of contact and administrative support for families, students and faculty/staff to help ensure that the Middle and High School Division functions efficiently and smoothly.

The Middle and High School Office and Projects Lead reports to the Middle and High School Directors. This is a non-exempt position.

Job Description and Responsibilities

Receptionist for the Middle and High School Division

- Serve as the receptionist for the Middle and High School: Greet families, answer general questions, sign visitors/students in and out, answer the division's main phone number and route messages as needed,
- Provide medical support for sick or injured students
- Serve as a school notary
- Manage the doorbell security system

Administrative Support for Middle and High School Director

- Assist with scheduling appointments for the director or division
- Update policies and procedures related to the MS/HS
- Work with Division Director to establish procedures and then implement standardized testing for the MS/HS MAP tests
- Maintain a list of substitute teachers and assist in scheduling as requested
- Produce and publish meeting agendas and meeting minutes for MS/HS meetings
- Assist with LSP documentation management

General Middle and High School Faculty Administrative Support

- Order and distribute general supplies for the division
- Code and deliver receipts and check request forms to the Business Office
- Sort and distribute mail
- Funnel reported technology issues for resolution or resolve
- Ensure that Middle and High School facilities remain clean and presentable, including watering plants and alerting facilities staff to any issues



- Maintain bulletin boards in collaboration with Student Life and Support Coordinator, teachers, and Marketing and Admissions Departments
- Assist with special events or other needs as requested
- Prepare and oversee scheduling and running of MS/HS Parent Teacher Conferences

Student Information Management for Middle and High School Students

- Manage daily attendance and maintain student records in ManageBac (including enrolling and archiving students and staff); produce class rosters and help with schedules
- Maintain confidential student records and files, including tracking of individualized education plans
- Update and generate transcripts
- Create and maintain college acceptances board
- Other duties as assigned

Skills and Experience

Preferred candidates will have the following skills and experience:

- Bachelor's Degree
- Excellent interpersonal skills and ability to work with a diverse group of people, including students, parents, faculty and staff in a fast-paced school environment
- Ability to multi-task and be flexible with priorities
- Strong organizational skills
- First Aid and CPR certifications
- Extensive experience and proficiency in databases, word processing, spreadsheets, and presentation software
- Bi-lingual capabilities with Spanish or Mandarin a plus

Essential Physical Abilities

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal conversation and to communicate effectively on the telephone and in person.
- Visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work, prepare and review documents, organize documents and materials and observe classroom or student activities.
- Manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment.
- Personal mobility, flexibility, and balance with or without reasonable accommodation,



which permits the employee to work in an office/classroom/school environment.

- Lifting or moving objects that weigh up to 20 lbs.
- Job tasks require without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, or grasping.

Management reserves the right to change or add to this job description at any time.

Riverstone International School is an equal opportunity employer.

Updated April 28, 2025