

Middle and High School Office and Projects Lead

Summary

The Middle and High School Administrative Assistant plays a crucial role in the efficient operation of the Middle and High School Division. This position encompasses two key areas of responsibility:

1. Daily Operations & Management: Overseeing day-to-day administrative tasks to ensure smooth and timely execution.
2. Project Management: Collaborating from the outset of projects to establish clear roadmaps that outline roles, responsibilities, and activity coordinators. The aim is to organize timelines and action items proactively, minimizing last-minute demands and emergencies.

Job Description & Responsibilities

Daily Responsibilities & Operations Management

- 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.
- Ensure the security of the premises through monitoring and responding to the doorbell security system: North Fork, Middle Fork, South Fork, and the Gym. Manage entrance for the Elementary School when necessary.
- Update policies and procedures related to the MS/HS including creation and maintenance of division wide spreadsheets and trackers (lunch duty schedule, college acceptances, lockers, supply orders, etc.)
- Serve as the liaison between administrators/teachers & teacher's assistants to ensure projects and tasks are completed efficiently (bulletin boards, data entry, projects).
- Order and distribute general supplies for the division.
- Send and distribute mail.
- Manage and maintain the South Fork conference supply room and the Middle Fork supply area.
- Solve or funnel reported technology issues for resolution and distribute loaner computers.
- Manage and maintain the South Fork and Middle Fork printers: Ordering all supplies, resolving maintenance issues, calling for regular service.
- Work closely with facilities staff to ensure the Middle and High school buildings remain clean and presentable.
- Serve as a school notary.
- Provide medical support for sick or injured students.

Project Management

- Managing Attendance & Tardies (Daily)
 - Utilize the school attendance system to monitor and track daily attendance and tardiness data. Compile and analyze this information in a spreadsheet to identify students who require disciplinary action, such as detention. Send notification letters to those students and their parents, fostering accountability and promoting a culture of punctuality.
- Substitute Scheduling & Management (Daily)
 - Monitor the ReadySub account to track teacher and faculty absences, proactively identifying coverage needs. Reach out to substitutes to confirm their availability and, when necessary, collaborate with TA's to creatively rearrange schedules, ensuring all classes are adequately covered.
- Professional Development Planning (As Needed)
 - Coordinate faculty registration for IB conferences, managing logistics such as booking flights and hotels. Ensure timely communication of all relevant information to faculty and the DP coordinator. Maintain and update data in the Professional Development tracker to monitor participation & task completion.
- MAP Testing (Biannually)
 - Oversee the MAP testing process for Grades 6-10. Update all rosters on the NWEA website, assign proctors & testing rooms (coordinating with faculty on availability), and create all test sessions. Coordinate with the Student Life Coordinator to identify students needing accommodations. Develop a comprehensive testing plan, communicating logistics effectively to staff and students. After testing, analyze results by generating reports and compiling data for each student's learning portfolio.
- Parent Teacher Conferences (Biannually)
 - Manage the logistics of Parent Teacher Conferences by coordinating with the IT department to ensure smooth operation of the WordPress website on the assigned dates. Work closely with the ES Admin Assistant to establish project timelines and coordinate internal conferences. Communicate with all faculty individually, confirming their availability, Google Calendar integration, and internal conferences if applicable. Update the website with relevant information and publish it for parents. Address any rescheduling inquiries promptly to facilitate effective communication and engagement.
- Transcripts (Biannually)
 - Update student transcripts at the end of each semester by meticulously gathering and verifying grades from Managebac report cards. This detail-oriented process ensures accuracy and compliance with academic standards. Throughout the year, make necessary edits and changes based on requests from the DP coordinator or the College Counselor, maintaining up-to-date records, to support students' academic progress, including sending transcripts to students, families, and universities.

- Department Orders (Annually)
 - Receive and review spreadsheets detailing supply needs from each department for the upcoming school year. Place orders for all necessary items and track the progress of each department's orders to ensure timely delivery. Organize and manage incoming packages upon arrival, ensuring that each department is fully equipped and ready before the first day of school.
- Graduation (Annually)
 - Collaborate with the HS Director to plan and organize the graduation ceremony. Responsibilities include designing and printing diplomas, ordering caps for graduates, coordinating with faculty speakers, and arranging necessary beverages and refreshments. Manage additional tasks as assigned to ensure a smooth and memorable event for graduates and their families.
- Roll over Managebac (Annually)
 - Collaborate with MS/HS directors to facilitate the transition of Managebac to the next academic year. Execute all pre-transition tasks and assist in the overall transition process. Update timetables & classes to reflect the newest course catalog. Address and resolve any errors that arise post-transition, ensuring a seamless update for staff and students.
- HS/DP Class Scheduling (Annually)
 - Receive student schedules developed by the DP Coordinator & HS Director, and accurately input these schedules into individual student profiles on Managebac. Ensure that all data is correctly recorded.
- MS/MYP Class Scheduling (Annually)
 - Update rosters for Grades 6-8 and individually create class schedules for each student, using elective & language choice spreadsheets. Input all schedules into individual student profiles on Managebac. Make necessary changes and updates to both Managebac and class roster spreadsheets in response to the needs of the MS Director.

Interdepartmental Responsibilities

- Monthly Financial Reporting (Finance)
 - Track and code all receipts for purchases made to support MS/HS needs. Process payments as directed by the MS/HS Directors, ensuring timely and accurate financial management. Complete the monthly purchasing spreadsheet provided by the Finance Team, documenting all receipts and coding each purchase appropriately for accurate reporting.
- Visit Day Schedules (Admissions)
 - Collaborate with the admissions team to create schedules for visiting students, utilizing knowledge of student preferences to pair them with a student ambassador. Develop a personalized schedule based on the ambassador's class itinerary for the day. Arrange appointments with the MS or HS director, MYP or

DP coordinator, College Counselor (for prospective HS students), and Student Life Coordinator. Additionally, communicating with ambassador students, families and teachers.

- Onboarding/Offboarding (Admissions)
 - Onboarding: create school email address, create Managebac accounts for student & family. Assign the student to classes, notify affected teachers, and update the student roster. Additionally, send a “Welcome” email with class schedule and appropriate book & supply lists based on entry dates.
 - Offboarding: update Managebac, inform teachers of the changes, and ensure rosters are accurately updated.