

Front Office & Elementary School Admin Assistant

Summary

The Elementary School Assistant is responsible for providing a welcoming experience to all who enter or contact the Riverstone International School, attend to basic Elementary School student basic health needs, serve as an information hub, and provide administrative assistance to Directors and the Head of School as requested. Most importantly, we are looking for someone with can-do initiative, an upbeat attitude, ability to multitask, remain calm in all situations, and a strong sense of personal responsibility. Proactive communication, collaboration, and a commitment to quality work are essential to being successful at Riverstone International School.

Employment Classification

This is a non-exempt, full-time, year-round position. This person will work 40 hours per week from 8:00am – 4:00pm. The school is closed one week in July and November, two weeks in December, and as well for most federal holidays. See Faculty Staff Handbook for details. The Elementary School assistant reports to the Elementary Director.

Job Description and Responsibilities

Front Office and Elementary School Administrative Support

- Serve as the primary receptionist and point of contact for the school and Elementary School building
- Warmly welcome visitors to our school and ensure that safety protocols are followed
- Be able to create and manage; Excel, Google sheets, Google Docs, and other Google programs
- Student services including “ice pack, band aid, and tooth fairy duties”
- Administering medication to students who require it
- Daily milk and hot lunch delivery

- Support Elementary School attendance system for late arrivals and early departures
- Update school lists and our school management platform, including our emergency text communication system and weekly early dismissal communications
- Maintain IRIS-immunization records on an on-going basis and at least a week before IRIS deadlines
- Assist with mailings, copies, daily mail sorting, mail delivery, and administrative tasks as requested
- Assist with the ordering and distribution of Elementary School supplies
- Address technology issues in the Elementary School (printers, computers, copiers, software, postage machine) for resolution
- Responsible for ensuring copier paper and printer supplies are always in stock, along with back up supplies
- Maintain and update intranet with relevant information and documents
- General office support: manage lost and found, update television monitor, water plants, and other support as requested
- Scanning receipts and sending them to the finance department and ES Director
- Scheduling appointments for directors and staff members as requested
- Facilitating Parent teacher conferences, including making and distributing sign up platforms and communicating with staff members

Library Support

- Provide regular administrative and operational support for the school library
- Check library books and other materials in and out using the school's library management system
- Reshelve returned books and ensure that library materials are placed in the appropriate locations
- Organize and maintain library shelves, displays, and common areas

Marketing and Communications Support

- Provide photography and social media support to the Marketing and Communications Department
- Attend and photograph school events, classroom activities, student programs, performances, athletic events, community gatherings, and other activities as requested

- Assist with coordinating and supporting scheduled school photoshoots
- Organize, label, upload, and archive photographs for use in school communications and publications
- Help identify strong photographs and stories that reflect student learning and the life of the school
- Assist with the development of social media communications for the school
- Draft, edit, and prepare basic social media captions and posts in collaboration with the Marketing and Communications Department
- Use Canva or similar platforms to assist with the creation of basic graphics, announcements, and promotional materials
- Support additional Marketing and Communications projects and school promotional activities as requested

Additional Responsibilities

- Additional tasks assigned by the Elementary School Director

Skills and Experience

- Associate's Degree or higher
- Warm and welcoming demeanor; excellent interpersonal skills and ability to work with a diverse group of people, including students, parents, faculty and staff
- Ability to multitask and be able to pivot in prioritizing needs
- Strong organizational skills
- Pediatric (including infant) and adult First Aid and CPR certifications (can be provided by school)
- Notary public commission in State of Idaho, or, willingness to obtain
- Extensive technical experience required: word processing, spreadsheets, Canva or similar platform, phone systems and email
- Experience with photography, social media platforms, or digital content creation preferred
- Experience working in a library, school, or similar educational environment preferred
- Bi-lingual capabilities with Spanish or Mandarin a plus

Physical Requirements

- Prolonged periods of sitting at a desk and working at a computer
- 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
- Job tasks require without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, or grasping
- Must be able to lift up to 50 pounds at a time

Riverstone International School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The school has a code of conduct, a child protection policy, and procedures which support this commitment. All employees are required to undertake a security clearance and fingerprinting. This takes the form of a criminal records report for all staff and faculty. It is school policy to actively seek references for all new employees for the past ten years.

Riverstone International School is an equal opportunity employer.

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

To apply, please send a cover letter and resume to careers@riverstoneschool.org with ES Admin Assistant in the subject line.