

Administrative Assistant

Job Description

Park Century School was founded in 1968 as an independent not-for-profit, co-educational day school to meet the needs of children who learn differently. Park Century serves students between the ages of 7 to 14, or grades 2nd to 8th, living in the South Bay to the San Fernando Valley and throughout the greater Los Angeles area. Park Century's mission is to empower bright children with learning differences to reach their academic and personal potential. Students flourish within our individualized, evidence-based curriculum and supportive environment. In collaboration with their families, the school inspires students to develop into resilient self-advocates and builds a foundation for lifelong achievement.

Summary:

Park Century School is seeking an energetic and outgoing professional to provide comprehensive Administrative Assistant support to the School's Deans and Director of Admissions.

The ideal candidate for the Administrative Assistant role must possess excellent verbal and written communication skills, be highly organized and capable of utilizing technology and automation to assist with organization and communication needs. The ideal candidate will be personable and cheerful with an ability to work independently with minimal supervision. The ideal candidate must be a clear thinker and able to quickly develop rapport with a variety of individuals and be able to manage the competing needs and requests of others while organizing and prioritizing a large body of work. This position requires a pleasant, upbeat, and welcoming demeanor, professional judgment, discretion, diplomacy and above all, complete confidentiality within the faculty/staff and larger school community.

The Administrative Assistant is often the face of the School's Administrative Team to a variety of constituents including faculty, staff, parents, students, and outside professionals, and will work to create a welcoming environment that is conducive to accomplishing work in an efficient and reliable manner. The Administrative Assistant also completes ad hoc projects as assigned by the Deans and the Director of Admissions to accommodate changing needs as they arise.

Essential Duties and Responsibilities:

- Abides by the policies and guidelines contained in the Park Century School Employee Handbook
- Prepare agendas for meetings
- Coordinates and assists in maintaining the internal calendar and prepares the Daily Schedule for all staff-based absences and meetings, which is shared with all staff
- Circulate Daily Schedule every morning, and make adjustments on an ongoing basis
- Closely monitor email from 6:30 a.m. – 8:30 a.m. for messages regarding any employee absences and update Daily Schedule
- Arrange for substitute teachers in coordination with Human Resources if needed or reorganize internal faculty to provide classroom coverage
- Assist Deans and Director of Admissions with scheduling, organizing, filing, mailings, sending transcripts and other administrative tasks

- Assist in sending transcripts to high schools and coordinating all materials involving 8th grade transition to high school.
- Schedule parent conferences twice a year and team meetings with internal staff and outside professionals on an ongoing basis throughout the school year
- Prepare templates for Fall and Spring parent conference reports, progress reports and report cards
- Email conference reports, progress reports and report cards to parents
- Contact parents and outside professionals to coordinate and schedule all meetings requested by the Deans, including parent conferences, team meetings, consultations, graduation meetings, administrative meetings, faculty/staff meetings, transition meetings, language evaluation meetings, and “staffing” meetings (internal meetings for each student to mark progress and flag concerns)
- Schedule meetings and appointments for Deans, Director of Admissions, and faculty and staff
- Process field trip requests and reserve buses with the assistance of the Business Office
- Fill in for Front Office Administrator with phone assistance, and other duties when necessary
- Maintain student records, sort and file incoming reports, records, and notes and close student files at the end of the year
- Maintain administrative files
- Assist with correspondence, screen telephone calls, record messages, and set up and direct conference calls
- Complete various special projects as assigned by Deans and Director of Admissions
- Act as school coordinator for large projects, as assigned by the Deans and Director of Admissions
- Assist Director of Admissions in scheduling meetings with prospective families and tour groups
- Attend first Admissions meetings to take notes on developmental history
- Keep conference rooms neat and supplied with updated call logs and office supplies
- Assume responsibility for special research and other projects as assigned by the Deans and Director of Admissions
- Support the school and its leadership as needed, and any other duties as assigned by the Head of School, Deans, and Director of Development, and assist with school-related events and activities both during and outside of work hours
- Have good attendance

Qualification Requirements

- Excellent oral and written communication skills
- Broad base of general clerical and office management knowledge and skills
- Strong administrative and organizational skills
- Experience in organizing and maintaining moderately complex filing and records systems
- Previous experience with computerized information systems

- Proficiency in Microsoft Office and Excel
- Strong proofreading/editing skills
- Strong writing skills
- Ability to work well and collaborate with others

Non-exempt, regular full-time

Reports to: Deans, Director of Admissions

Please direct your cover letter and resume to Evelyn Zuk, Director of Human Resources, at ezuk@parkcenturyschool.org.