



## **JOB DESCRIPTION**

### **POSITION TITLE: Executive Administrative Assistant**

**Position Summary:** Work closely with the administrative team to fulfill the responsibilities of the work assigned for the purpose of the effective and efficient functioning of the school.

**Reports To:** This position will report to the Principal

### **Essential Responsibilities**

- Organize the set-up of school events.
- Organize food and refreshments for events as requested.
- Place all food and snack orders for the staff meeting.
- Create the certificates, order awards, and plaques as needed and when requested.
- Provide an information folder to all families who show an interest in the school.
- Schedule and provide school tours to all enquirers as needed, or per request.
- Create teacher signups for Parent Teacher Conferences using Sign up Genius
- Create and Post Weekly Admin Newsletter using Mail Chimp
- Update all school events on calendar outside office
- Update Website Information
- Update IFS Google Classroom
- Create schedules for all in house events and communicate to staff
- Supervise setting up events for admin such as PTC days, open house, quarterly staff appreciation, open house, and graduations.
- Set up meetings with committees for all school events managed by the principal.
- Create a task list
- Assist principal with follow ups.
- Place orders for all items.
- Send reminders to families
- Assist in set-up of events
- Prepare and maintain ALL school, student, teacher, schedules.
- Assist the principal with all school projects when scheduled and/or as directed.
- Type routine correspondence, memoranda, reports, records, bulletins, orders and other office documents from sources such as rough drafts, notes, and oral instructions.
- Prepare and submit parent weekly newsletters.
- Create, update, and maintain all calendars including annual school calendar, calendar of event for the admin and faculty, and bake sale calendar.
- Collaborate with administrative leadership to review and finalize plans and timing for all school events, ensuring that all activities are scheduled effectively.
- Assist in preparing the faculty binder for EACH teacher and staff prior to the first day of school.
- Manage telephone messaging system and office VM (office hours, inclement weather, and other recorded messages)



### **Qualifications:**

- 2-4 years of experience in administrative function required.
- Experience in a school setting preferred.
- Basic use of Microsoft Office Suite.
- Comfortable multi-tasking and working in fast paced environment.
- Good verbal and written communication skills.
- Positive attitude and desire to be resourceful. Ability to interact effectively with a variety of audiences and individuals.

### **Schedule**

Monday to Friday – 7:30 am to 4:30 pm with an hour scheduled break time.

### **Disclaimer**

The above describes the general nature of work expected by the applicant in this role. While most items are covered, it is not intended to be an exhaustive list of all responsibilities and duties that may be assigned.