

ADMINISTRATIVE ASSISTANT / FRONT DESK SUPPORT

Evergreen Country Day School (www.evergreencountryday.org) is a learning community characterized by curiosity and kindness. The campus is located in scenic Evergreen, Colorado, only 25 miles west of downtown Denver, with 225 students, toddler eighth grade. The mission of the school is to inspire and equip students to THRIVE and to create a better world, underscored by the school's supporting pillars of academics, character, community, safety, and individuality. Small class sizes allow for teachers to challenge students while providing individualized instruction within our THRIVE educational philosophy.

REPORTS TO: Head of School

WORK HOURS AND EXPECTATIONS: Exempt position; requires some work outside of school hours as needed

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- Facility and comfort with Microsoft Office Products
- Mindfulness of school safety at all times
- Ability to multitask and complete work in an organized and timely fashion
- Approachable and compassionate in interactions with community members

PRIMARY RESPONSIBILITIES:

- General support for Administrative team
- Administer medication as needed
- Provides general office support for main campus while maintaining a neat main office and reception areas
- Distribute mail / send outgoing mail on a daily basis
- Maintain rsvp lists for various events
- Support for scheduling field trips
- Plans and organizes special events (BBQs, graduation, luncheons, etc.)
- Manages school mailers / summer mailers
- Liaison for copying machine / troubleshooting / calling for support
- Manages and executes classroom supply orders for main campus
- Maintain substitute teacher paperwork and hours / substitute teachers' liaison
- Maintain illness log
- Record and track student attendance
- Support teachers and administration during safety drills

Interested candidates should email a resume and cover letter to Taylor Page at tpage@evergreencountryday.org.

