

## **WILLOW OAK MONTESSORI: A PUBLIC CHARTER SCHOOL**

### **POSITION: OFFICE ADMINISTRATOR**

#### **Description:**

Willow Oak Montessori is a collaborative community of professionals passionate about equitably inspiring every child in an individualized learning journey. As the initial point of contact for those contacting or visiting the school, the Office Administrator is a key member of the Willow Oak team. S/he must be reliably present to answer phone calls, greet visitors, and accept deliveries. Organizational skills are critical, as all messages and items must be delivered to the intended recipients in a timely manner. The Office Administrator will work closely with the Business Manager to ensure that all documents, including sensitive documents such as student records, are filed appropriately in accordance with school policy and applicable laws, and that all files are complete with required information. S/he will be responsible for keeping the school clean, organized, and stocked with necessary office supplies. The Office Administrator will assist with a variety of clerical tasks, including data entry, maintenance of student attendance and academic records, and other tasks assigned by the Business Manager or the Head of School.

**Classification:** Operational Support

**Contract Type:** Full-Time

**Compensation:** \$16.50/hour + benefits

**Contract Term:** Ongoing

**Position Reports to:** Business Manager

#### **Requirements:**

- High School Degree
- Comfort with basic productivity software applications
- Superb communication and organizational skills for a fast-paced, multi-tasking environment

#### **Preferred:**

- Speak both English and Spanish fluently
- Associate's or Bachelor's Degree or Certificate in Office Administration from an accredited college or university
- CPR and/or First Aid certification
- Previous experience as an office administrator
- Familiarity with and appreciation for the Montessori philosophy of child development
- Applicants who have experienced oppression, discrimination, or other adversity in their lives who are willing to bring insights from those experiences to our team

## **Responsibilities include, but are not limited to:**

### *Office Administration*

- Answer incoming telephone calls, responding to basic inquiries and directing calls to the appropriate employees, as necessary.
- Greet visitors to the school politely in accordance with school safety policies.
- Accept delivery of a variety of items (i.e., mail, packages, supplies, files, etc.) and distribute to intended recipients in a timely manner.
- Maintain the school office in a clean and organized manner.
- Work closely with the Business Manager to ensure that all documents are filed in accordance with school policies and applicable laws, and that all files are complete with required information.
- Manage inventory of office supplies and materials in accordance with school policies and procedures.
- Maintain student attendance records.
- Assist the Business Manager and Head of School with a variety of clerical tasks, including filing, data entry, copying, scanning, faxing, mailings, phone calls, etc.
- Liaise with the contracted nurse and assist with scheduling of student screenings and staff training, as needed.
- Be the first point of contact for first aid needs and safely; clean and dispose of potential biohazards in accordance with school policies.
- Coordinate resolution of facility problems with building management.

### *Parent Relations*

- Establish effective working relationships with all students and their families, paying particular attention to the barriers that students and families from traditionally disempowered populations face in fully participating in our community.

### *Professionalism*

- Demonstrate and model respect for diverse cultures, family structures, and religious beliefs.
- Maintain accurate, complete, and correct records as required by law and school policy.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities throughout the program.
- Attend faculty meetings and perform other tasks/responsibilities that may be assigned by the Head of School.
- Collaborate with colleagues to mentor and support one another to improve effectiveness and equitable student outcomes.
- Maintain a professional attitude toward students, parents, faculty, and the community at all times.
- Strive to be a desirable example for students in attitude, action, speech, and dress.
- Maintain confidentiality regarding all children, families, faculty, and the school as stated in the Willow Oak Montessori Confidentiality Agreement.

- Comply with all policies and procedures included in the Personnel Handbook, Student Handbook, and any other policies and procedures that may be adopted by the Willow Oak Montessori Charter School Board of Directors.
- Abide by the American Montessori Society Code of Ethics and the Code of Ethics for North Carolina Educators.
- Engage in a continuing education program of study.