



Administrative Assistant

Unity School seeks an Administrative Assistant for the 2022-2023 school year. The Administrative Assistant to the Head of School will work in close collaboration with the Head of School and is responsible for providing confidential executive-level support to the Head of School and the School's Senior Team. This is a critical role in helping the school run effectively and creating an environment that empowers children and inspires learning. This is a full-time, 12-month position commencing in June 2022. The employee would work 8:00AM to 4:00 PM with a 45-minute lunch during the school year. This position will report to the Head of School.

RESPONSIBILITIES

- Assist the Head of School, Director of Enrollment Management, and Director of Curriculum with communications, calendars, schedules, mailings, testing, records requests and maintenance, and filing.
- Organize and review daily priorities for the Head of School.
- Organize cumulative folders: move up previous years, remove withdrawals, start files for new students
- Compile teachers' packet / file folders for 1st day of school (1st meeting in Aug.)
- Maintain faculty Roster, phone list, etc.
- Manage preschool paperwork including Department of Child and Family Services documents, teacher files for the Florida Department of Health License, and necessary documents for renewal of Child Care Licensing.
- Request and maintain birth certificates and health records for students.
- Maintain a substitute list for all available substitute teachers.
- Maintain teachers and staff personal files.
- Coordinate background screening for teachers and staff.
- Maintain all memberships for the school.
- Coordinate security for special events.
- Order office supplies and specific printed materials.
- Assist students, parents, teachers and staff in the office.
- Prepare accident reports.
- Maintenance of teachers' lounge and office machines.
- Attend different functions such as Open Houses, Holiday Concerts, School Picnic, School Annual Auction, and the School Drama Performance.
- Work in confidence and with discretion when dealing with sensitive issues.

Requirements:

- Degree preferred
- Google Docs experience preferred
- Excellent verbal, written and communication skills

- Ability to prioritize
- Team Player
- Must pass a level 2 background check

An Equal Opportunity Employer, Unity School seeks candidates who will add to the vision of our school community while placing value on our traditions.

Please send resume to: resume@unityschool.com