



Administrative Office Assistant

General Description

To respond to incoming calls and greet students, parents, and visitors in an efficient and professional manner. To handle multiple issues and events simultaneously, with grace and patience.

Location: Georgetown, Texas
Number of Days: 183, M-F 8:00 am - 4:30 pm as per the school calendar
Reports to: Principal

Essential Knowledge and Skills:

- Organization and interpersonal skills
- Professional communication in person, over the phone, and in writing
- Computer skills
- Organization and time management
- Ability to take direction and follow through on instructions
- Punctual and dependable
- Ability to Multitask

Duties and Responsibilities

Front Desk, Daily:

- Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
- Greet and check-in campus visitors complying with safety procedures.
- Maintain visitor log and issue visitor passes.
- Respond to questions from staff members, students, and the general public.
- Assist students, teachers, and parents as needed.
- Assist parents in checking students in and out of school, complying with safety and security procedures.
- Assist with the receipt and distribution of student materials.
- Receive, sort, and distribute mail, messages, documents, and other deliveries.
- Assist with preparation of materials for mailing, including preparing labels, and stuffing envelopes.
- Provide clerical assistance as needed.
- Disburse student medication according to the daily dosage schedule.
- Provide first aid to students for injuries sustained while on campus
- Assist with dismissal procedures utilizing school systems

Human Resources & Business Support

- Support the Human Resources staff with administrative duties
- Support the Business Staff with administrative duties including purchasing and payments for after school and tuition and School Supplies
- Support School Operations Coordinator with facilities, technology and/or student meals as needed.
- Make arrangements for Field Studies ensuring the details are covered, such as payment, transportation, parent permissions, and confirmations
- Perform other duties and projects as assigned.

Education and Work Experience

- Graduation from an accredited high school or GED
- Associates degree preferred
- Experience in clerical work in an office setting
- Detail oriented

Mental/Physical/Environmental Demands

- Ability to understand, remember and apply oral and/or written instructions or other information
- Must be able to remain in a sitting position for long periods to answer phone calls and greet guests
- Use standard office equipment including computers and peripherals
- Daily light lifting and carrying boxes
- Work with frequent interruptions
- Maintain emotional control under stress
- Lifting food/milk trays if needed

Equal Opportunity Employer

Goodwater Montessori Public Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, Goodwater complies with all applicable state and local laws governing nondiscrimination in employment.