



**Spring River School**

PO BOX 330583

Atlantic Beach, FL 32233

[www.springriverschool.org](http://www.springriverschool.org)

## 4-Day Administrative Assistant

**Status:** Full-Time, Salaried (Annual Position), Exempt

**Schedule:** Monday–Thursday, 30–35 hours/week during the school year

**Work Location:** Hybrid – 2 days on-site (outdoor setting), 2 days remote

**Annual Salary:** \$32,750

**Benefits:** 15% Tuition Remission

**Time Off:** 4 days PTO, School holidays and breaks observed

**Reports to:** Pedagogical Operations Coordinator and Pedagogical Administrative Coordinator

**Collaborates with:** Student Support Coordinator, JEC Enrollment Coordinator, JEC Administrative Coordinator

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### Position Overview

The 4-Day Administrative Assistant supports the daily operations and family communications of Spring River School's Waldorf-inspired, four-day outdoor program. This hybrid position includes on-site outdoor work and remote tasks. The assistant serves as a vital link between families, faculty, administrators, and partner sites, ensuring smooth operations and a warm, well-informed school community.

The ideal candidate is tech-savvy, dependable, and organized, with a calm, grounded presence and a genuine enthusiasm for supporting children, teachers, and outdoor learning.

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### Schedule & Work Conditions

- **Work Hours:** 30-35 hours/week, Monday–Thursday (8:30 AM–4:00 PM), plus additional support responsibilities:
    - Assist the Weather Committee in communicating schedule or location changes to teachers and families during potential weather-related adjustments (typically between 7:00–8:00 AM and 4:00–7:00 PM, Monday–Thursday)
    - Occasional Sunday evening communication support (5:00–7:00 PM) in preparation for the school week
  - **Summer:** Flexible administrative hours during summer months
  - **Time Off:** All school holidays and seasonal breaks
  - **Tuition Remission:** 15% for enrolled children
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## **Core Responsibilities**

### **Program Communication & Coordination**

- Answer phone calls and monitor the school's administrative email inbox
- Communicate with families via ParentSquare and phone—sharing information, directing inquiries, and connecting them to appropriate staff
- Compile and distribute the weekly Four-Day newsletter, integrating updates from pedagogical, enrollment, board, and PTC leadership
- Coordinate all field trip logistics and communications
- Maintain and update the Four-Day Google Calendar

### **Site & Community Liaison**

- Serve as daily contact for Hanna Park (main outdoor site) and Church of Our Savior (indoor/inclement weather site)
- Schedule and maintain cooperative relationships with site partners
- Represent Spring River School with professionalism and courtesy
- Ensure shared spaces are respected, clean, and left in good order

### **Program Support**

- Provide logistical and administrative assistance to teachers and students in the outdoor setting
- Participate in the Weather Committee to help assess conditions and communicate changes or closures
- Assist with orientations, parent enrichment events, tours, trial days, and school-wide gatherings in collaboration with Enrollment and pedagogical leaders

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## **Preferred Qualifications**

- Strong proficiency in Google Workspace (Docs, Sheets, Calendar)
- Comfortable using or learning ParentSquare and similar communication platforms
- Excellent written and verbal communication skills
- Organized, detail-oriented, and self-motivated with strong follow-through
- Warm and grounded demeanor, with a collaborative spirit
- Enthusiastic about outdoor education and Waldorf-inspired learning
- Familiarity with Waldorf education is a plus

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## **Work Environment**

As an outdoor school, on-site work is conducted in natural settings. The role requires a willingness to engage in all-weather conditions. Some responsibilities may be completed remotely from home or from a provided office space.

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## About Spring River School

Spring River School is an initiative of Jacksonville Educational Community, a pioneering non-profit organization founded by parents and local educators driven by a common desire to create a transformative educational experience focused on the whole-child approach. We are in our tenth year, with over 120 students and a vibrant festival and community life. Other programs include a High School, a 2-day homeschool program, a forest immersion program, and parent-child classes.

Spring River welcomes families of all identities and backgrounds with open arms and hearts.

**Our Mission:** To encourage independent thought, nourish imagination, and cultivate social responsibility.

**Our Vision:** An educational experience that embodies a reverence and respect for the intellectual, artistic, social, physical, emotional, and spiritual life of each student.

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## Equal Opportunity Employment

Spring River School is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law.

It is the policy of Spring River School to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, age, religion, national origin, disability, status as a covered veteran, or any other legally protected status, in accordance with federal and state law, and not to discriminate on the basis of sexual orientation. This policy applies to all terms and conditions of employment, including recruitment, hiring, placement, compensation, benefits, promotion, demotion, layoff, termination, and all other terms and conditions of employment.