



### **School Administrative Assistant**

Status: Part-time/Non-Exempt

Hourly Pay: \$13-\$15/hr

Hours: up to 15 hours per week

Reports to: Program Director and Enrollment Administrator

### Position Summary

The School Administrative Assistant provides administrative support to the Program Director and Enrollment Administrator, as needed and directed. This position will be well-versed in school policy including FACTS administering, safety, discipline, attendance, allergy, social media policies, and financial contracts of enrollment. This position will also assist in handling various clerical tasks for the school including answering the school telephone, filing records, reading and responding to emails and texts, and communicating via WhatsApp.

### Required Skills

Successful candidates will possess a strong commitment to Waldorf Education, excellent written and oral communication skills, excellent interpersonal, organizational, and managerial skills, enthusiasm, flexibility, and warmth. The successful candidate will also be a hardworking and collaborative team player and possess capable planning, attention to detail, good judgment, and skill in handling personal relationships. Ability to utilize Google Docs and Gmail, MS Office & Excel and any other required school management software such as FACTS. The Administrative Assistant must be able to handle confidential matters delicately and appropriately. This role will require flexibility in relation to the work environment, schedule, and conditions.

Enrollment & Admissions: Assist in the enrollment and admissions process for existing and new families, including:

- Data entry into the FACTS enrollment system
  - Assisting in keeping all enrollment files and databases up to date (i.e. applications, contracts)
  - Maintaining Family and Student Databases in FACTS software
- Participation in the management of the Tuition Assistance Program by creating a tutoring receipt for Step up Scholarships (monthly)

### Administrative

- Manage Teacher Assistant's hours to turn in for payroll processing
- Manage Teacher Assistant and Teacher Time off Requests and Calendar
- Creation & administration of an all-school Google calendar

- Assist PD with Whole School Whatsapp communications
- Create an inventory of class supplies and manage inventory throughout the year based on teachers' needs.
- Work on a supplies budget for next school year 2023-2024.
- Oversee the Expense reimbursement process including keeping track of all expenses with receipts.
- Attend Parent-Teacher Council Meetings and Staff Meetings as needed.
- Assisting in planning, coordinating, marketing, and attending community events and festivals in support of the Program Director.
- Support Program Director and Teaching staff as directed with the creation, implementation, and management of school policies and procedures.
- Support Program Director as needed for school events to include plays, festivals, orientation, tours, teacher or parent workshops, fundraisers, etc..

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform this job. Reasonable accommodations may be made for individuals with disabilities to perform Essential Duties.

- Arriving ready to work at the scheduled time and rarely absent unexpectedly
- Ability to sit for extended periods while working on computer and administrative duties.
- Ability to support the school's operations outdoors, working outdoors when needed.
- Ability to have a full range of motion to locate children and examine the environment for hazards.

#### Work Environment

- Some on-site presence will be expected, with ample planning for off-site administrative work to be accomplished.

#### Required Qualifications

- A deep love for children, respect for parents, enjoyment of working in collaboration with colleagues, joy, and enthusiasm in your work, and a commitment to self-development.
- Bachelor's Degree in Education, School, or Business Administration
- Strong written and interpersonal communication skills
- Ability to work effectively with a diverse range of people
- 3+ years of previous administrative and/or school experience
- Must possess own laptop or computer for access to database files and other software needed to complete job functions.

#### Preferred Qualifications

- Expertise in Microsoft and Social Media Platforms
- Training in FACTS (will be provided)
- Quickbooks experience
- 5+ years of experience in a school setting, either teaching or administrative

## 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 who are driven by a common desire to create a transformative educational experience focused on the whole-child approach. This impulse led to the establishment of Florida's first Waldorf-inspired K-8 all-outdoor education program. Spring River's formation was supported in part by the caring community of The Playgarden, Inc., who assisted Spring River with Board of Director oversight and administrative support for many years.

The school began in 2014 with a small group of parents gathering in local parks for seasonal community festivals and parent education study groups. The following year, these parents enlisted local teachers to offer homeschool enrichment classes that included World Languages, Movement, Handwork, Nature Immersion, and Dramatic Arts. Based on the needs of the growing homeschool community, Spring River expanded to include a full offering of academic main lessons and enrichment classes, all taught by experienced professional educators. We also developed the area's first K-3 Nature Immersion Forest School, which meets in local preserves and parks two days per week.

Beginning in the fall of 2020, we took our programming 100% outdoors on daily field trips and became the only "All-Outdoor K-8 School" in Northeast Florida. Our families are registered homeschoolers, and we believe that is what serves our community best at this time; however, our strategic plan includes steps toward Florida Independent School status and AWSNA (Association of Waldorf Schools of North America) accreditation in the future, while continuing to serve and support our homeschooling families.

Spring River was established out of love and respect for childhood and a common understanding that teaching is an art. We serve approximately 120 students from all over the Jacksonville area. Beyond our K-8 programming, we seek to serve the community where a need arises.

Our dedicated teachers are supported by a program director, an enrollment administrator, two faculty chairs, a committed board of directors, and a vibrant volunteer community. We offer hands-on creative programming inspired by Waldorf methods of learning, meeting each family with warmth and joy. We support one another through homeschool classes, festivals, and community gatherings. Our goal is for our community to grow and to continue learning and enriching our lives through a shared experience and reverence for the wondrous capacities of human beings, especially our children.

Spring River welcomes families of all identities and backgrounds with open arms and hearts. We support and embrace diversity in all of its forms, including differences in ethnicity, cultural and religious heritage, sexual orientation, socioeconomic background, geographic origin, and family structure. We provide our students with a rich, inclusive curriculum that reflects the world in which we live and fosters a safe atmosphere where every member of the community is respected, and multiple viewpoints can be peacefully expressed. Diversity within our community is an asset. For this reason, we actively cultivate this diversity in all aspects of school life including the composition of our student body, staff, and leadership. We commit to work through the tensions that arise amid genuine community and to use those tensions as a vehicle

to self-reflect critically and fearlessly. We believe this commitment to diversity will help prepare today's children for tomorrow's world.

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

Our Vision: An educational experience that embodies a reverence and respect for

NOTE: This job description indicates the general duties and physical requirements of work performed by the employee with this job designation. It should not be interpreted or construed as a comprehensive inventory of all duties, responsibilities, qualifications, and physical requirements required of the employee assigned to this job, as these might vary from day to day or as business needs demand.

EOE Statement: We are an equal employment 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 based on 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.