



OFFICE ASSISTANT

The City School is a growing academic institution with three campuses, in Philadelphia, PA. The growth of the institution has opened a need for a part-time office assistant who is creative, eager to learn, and committed to the efficient implementation of academic operations within an urban Christian environment. The successful office assistant at The City School will contribute to effective daily operational procedures and will be eager to support The City School at each of its campuses, building relationships across the institution.

QUALIFICATIONS

- Minimum of a High School Diploma. College degree and/or administrative certification a plus
- Technologically agile. Experience with Google Suite applications and comfort with cloud based applications a plus.
- Desire to work in a multi-racial, urban, Christian school teaching experience
- Commitment to Christ, urban Christian education, and relentless in pursuing academic operational excellence as Biblical principles are integrated throughout the school culture and community

SPIRITUAL LIFE

- Ability to express and demonstrate a personal relationship with Jesus
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership openness to kindness and candor in all relationships agree to, by signing, Statement of Faith

POSITION RESPONSIBILITIES

Front Desk & Clerical

- Answer incoming calls, take messages and/or direct telephone calls to proper school personnel
- Greet and assist guests
- Record bus and dismissal changes
- Opens and distributes incoming mail
- Filing of correspondence
- Making photocopies, sending and receiving faxes and filing student records

Attendance Management & Communication

- Record student attendance in student information system (Rediker)
- Distribute late passes to tardy students
- Record and assist with early dismissals
- Provide attendance reports as necessary
- Photocopy and distributes material as needed
- Record daily dismissal communication

Health Care Management Support

- Provides minor medical assistance to students also preparing the necessary forms for record of care (ex: M34 Form, Head Injury Form and Special Medications Log.)
- When necessary, contact parents and/or emergency assistance
- Obtain "medical orders" signed by parent and doctor for any meds given to the office for dispensing
- Record the dispense for special meds into log book (ex. inhaler, epi pens)
- Assist Nurse with arranging classroom screenings

ADDITIONAL RESPONSIBILITIES

- Ability and willingness to travel between campuses on a weekly rotating basis
- Support the Office Manager with special projects as needed
- Follow school policies as indicated in the Faculty Handbook

Contact (initial applications must include resume and cover letter):

Shanté Brown Major – Project Planning Director, sbrownmajor@cityschool.org

www.cityschool.org