



Position Description

Position: Administrative Assistant

About Southshire Community School

Southshire Community School is a Vermont-approved, progressive, family-oriented elementary school (K-8) which focuses on the individual as a learner.

With an emphasis on teaching the importance of leadership, personal responsibility and good citizenship, Southshire strives to help children become individuals who possess academic and critical thinking skills, a love of learning and a strong interest in becoming creative, contributing members of our community.

The Southshire culture is firmly rooted in the spirit of creating and sustaining a healthy, nurturing community. Children learn, explore and share their individual interests in a safe, nurturing environment and are encouraged to respect each other's thoughts, opinions and interests. Families and the teachers play a key role in supporting the community through numerous all-school events and lending their vision, skills, and voice to foster a healthy school life that enriches the education of the children.

Visit www.southshire.org for more information or call 802-442-4601.

About the Role

The individual in this part time, permanent position supports the Head of School in the management of the Southshire Community School by addressing the day-to-day administrative needs of the school.

Southshire has a strong philosophical commitment to the classroom community. Working together, teachers develop, implement, and evaluate emergent, thematic curriculum for a specific group of children while interacting with all students and teaching workshops designed to support the skill development or interests of the larger classroom community. The Administrative Assistant provides support to the head of school, teachers, parents, students and the larger community in this endeavor.

Job Details

Part Time: 15 hour per week 3-5 days per week.

School year is September through June, Summer requires administrative prep time for school year

Fair Labors Standards Act (FLSA) Status: Exempt

Reports to: Head of School

Job Duties

Responsibilities fall into five areas: School Records, Parent Communication, Outreach and Enrollment, Educational Programming Support, and Facility Maintenance.

A. School Records

- I. Maintain employment files on all staff.

- a. Initial files are to include:
 - i. Resumes
 - ii. References
 - iii. Background checks
 - iv. FERPA documentation
 - v. Mandatory reporter training documentation
 - vi. Other items as needed (annual health exams, TB testing....)
- b. Update files periodically with the following information.
 - i. Emergency contact information
 - ii. Staff Reviews
 - iii. Staff SMART goals
 - iv. Continuing education workshops, classes, etc.
- II. Maintain individual files on all students. Persist with missing documents.
 - a. Initial files are to include the following.
 - i. Applications and contracts
 - ii. Emergency contact information
 - iii. Immunizations records
 - iv. Previous school records, if applicable
 - b. Update files periodically with:
 - i. Parent Reports
 - ii. Requests from other schools for transfers
 - iii. State testing results
 - iv. Other items to complete students' records
 - c. Create systems to achieve the above as needed.
- III. Maintain physical plant records as needed (See Facility Maintenance.)

B. Parent Communication (Several of these responsibilities are suspended during COVID-19.)

- a. Encourage and exemplify open and honest communication within the school community. As needed, direct persons to those that can best answer questions or concerns.
- b. At the beginning of the year compile and distribute a parent contact list to the parent body. Update as needed.
- c. Create Snack signup lists and distribute.
- d. Communicate with parents about snow day delays and closings
 - i. Create and distribute phone tree
 - ii. With head of school, determine responsibility for weather event emails
- e. Maintain Parent Bulletin Board
- f. Oversee the publication of the school newsletter
 - i. With input from the staff, determine publication dates
 - ii. Organize submitted material
 - iii. Email to parents
 - iv. Print

- g. Oversee Parent Involvement activities and Volunteers as needed. This may include organizing food. Possible events include:
 - i. Turkey Raffle
 - ii. Winterfest
 - iii. Parent Potlucks
 - iv. Work Day

C. Outreach and Enrollment

- a. Work closely with the head of school in this process. Keep treasurer apprised of enrollment as it determines financial viability.
- b. For new applicants
 - i. Assemble Information Packets
 - ii. Send out and have available on site, information packets for those who are interested in the school
 - iii. Follow up with parents showing interest in the school.
 - iv. Collect and organize new applications
 - v. Set up school visits for new applicants.
- c. For returning students:
 - i. Collect and organize contracts for returning students

D. Educational Programming Support (Several of these responsibilities are suspended during COVID-19. Others have been added.)

CoVid-19 Support

- Assists teaching staff and parents with health screening and record keeping at the start of the school day.
 - Oversees handwashing and maintains handwashing stations replenishing cleaners, soaps, and paper products as needed.
 - Assists children in meeting CoVid-19 safety standards- mask wearing and changing reminders; social distancing while inside; organizing use of outside space.
 - Cleans and sanitizes occupied areas.
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- a. Organize transportation for off campus activities (Green Mountain Bus or carpooling) i. Swim
 - ii. Field trips
 - iii. Ski (with parent ski coordinator)
 - b. Organize and greet speakers and guest educators.
 - c. Communicate with state agencies with direction from the head of school.
 - i. Sending School Districts required testing
 - ii. Other communication as needed
 - d. Place book orders as directed by the head of school

- i. Textbook and workbook orders
 - ii. School library orders
- e. Arrange for a volunteer to oversee Scholastic Book Orders (Distribute flyers, place orders, distribute books)
- f. Organize the maintenance of the school library and its records as needed
 - i. Inclusion of new books into the library system
 - ii. Removal of worn books
 - iii. Updating library records
- g. Purchase basic supplies as needed:
 - i. Paper goods- toilet paper, tissues, paper towels
 - ii. Groceries -Tea, lunch foods and snack back-up
 - iii. Pet food and supplies

E. Facility Maintenance

- a. Arrange for the facility maintenance as needed
 - i. Order propane and heating oil. Arrange for furnace cleaning and inspection.
 - ii. Arrange for Snow plowing and sanding
 - iii. Arrange for Lawn mowing
- b. Arrange for the yearly maintenance of
 - i. Floor sanding
 - ii. Tile cleaning
 - iii. Fire alarm inspection. Maintain inspection reports in facility files
 - iv. Fire sprinkler inspection. Maintain inspection reports in facility files
- v. Emergency exit lights.
- vi. Contact insurance company for Secure Play location waiver.
- c. Oversee regular facility cleaning
 - i. Create Parent Weekly Cleaning list
 - ii. Distribute list
 - iii. Monitor completion of weekly cleaning or payment for outside cleaning
 - iv. Arrange for cleaning by outside agents as necessary.
- d. Collaborating with the head of school and the Buildings and Grounds Committee in compiling Work Day tasks list.
- e. Collaborating with the head of school in organizing end of year clean-up of classrooms and preparing the facility for the opening of school in the fall.

Qualifications for the Position:

Candidate must:

- Be COVID-19 safe following the Vermont State guidelines and Southshire community's guidelines to avoid the spread of the disease during the pandemic.
- enjoy working in an environment with children

- be able to work with a diverse population
- have strong organizational skills
- be an outgoing person with excellent verbal and written communication skills.
- have computer word processing skills
- be able to pass a criminal background check.
- be able to lift and carry 50 lbs.

Experience and understanding of independent/progressive education preferred.

Commitment to Equal Opportunity

Southshire Community School provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Southshire Community School complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.