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Middle School Administrative Assistant

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Job Description:

Under the direct supervision of the Head of Middle School, the Associate Head of Middle School and the Middle School Dean of Students the Middle School Administrative Assistant provides administrative support to the Head of Middle School, Assistant Head of Middle School, Dean of Students, School Nurse, Middle School staff, and students. The Administrative Assistant also performs any other duties as needed by the demands of the school day. On occasion such as Back to School Night and Open House the Administrative Assistant will have approved hours that are outside the regular school day.

During the summer months (from the conclusion of the school year in June until the start of the school year in August), the Middle School Administrative Assistant will provide administrative support to a variety of departments, including but not limited to, Parker's Summer Program, Business Office and/or College Counseling. This support will be provided to ensure the program's administrative priorities are met. The Middle School Administrative Assistant's supervisor during the summer months will be the Department Head and/or Program Supervisor overseeing the program to which they're assigned.

Essential Duties/Responsibilities:

- Greet parents, students, staff and other visitors to the Middle School office
 - Screen incoming calls, responding independently when possible
 - Facilitate the electronic check in and check out of students on campus to ensure accurate rosters exist
 - Maintain student records, attendance, late/early arrival/departure, injury reports, and including permanent files
 - Supports the Head of Middle School, Assistant Head of Middle School, Dean of Students, and School Nurse with calendar and appointment management
 - Manages the Middle School calendar in coordination with the overall school calendar. Tasks include scheduling middle school events, programs and meetings, and entering information to the all school calendaring system
 - Coordinates with Facilities and Cafeteria staff
 - Plans and coordinates events such as annual celebrations

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
San Diego, CA 92103

858 / 569-7900
619 / 298-9110

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- Collaborates with the Head and Associate Head of Middle School to interview substitute candidates.
- Coordinates with the Division of Integrative Programs to support substitutes.
- Coordinates the use of Middle School facilities
- Coordinates all safety/ security procedures and record-keeping in coordination with the school's Director of Risk and Asset Management
- Inventories and orders all office supplies and requests maintenance of office equipment
- Coordinates with outside vendors for maintenance of office machines
- Processes invoices and check/reimbursement requests
- Maintains appropriate supporting documentation and records
- Other tasks or projects as requested by the Head of Middle School, Associate Head of Middle School, Dean of Students, and School Nurse. Some of these duties include after hours presentations such as Back to School Night, Open House, and Portfolio Presentations.
- Supports all office communications including mailings and mass emails
- During the summer months (from the conclusion of the school year in June until the start of the school year in August), the Middle School Administrative Assistant will provide administrative support to a variety of departments, including but not limited to, Parker's Summer Program, Business Office and/or College Counseling. This support will be provided to ensure the program's administrative priorities are met. The Middle School Administrative Assistant's supervisor during the summer months will be the Department Head and/or Program Supervisor overseeing the program to which they're assigned.

Qualifications:

- College Degree
- Relationships are key to all we do at Parker; therefore, a high level of emotional intelligence, an ability to communicate effectively and build strong professional relationships with a variety of faculty, staff, and administrators, is imperative
- Excellent Customer Service Skills
- Ability to exercise good judgment, problem solve, and manage multiple projects
- Excellent working knowledge of computer operating systems and ability to learn new systems and software
- Understanding of the unique needs and characteristics of young adolescents
- Attention to detail, good writing and proofreading skills
- Present a professional image as a representative of the School
- Confidentiality and discretion are essential to this position
- Excellent typing, email, database, spreadsheet, and internet skills
- Proficiency with Google Suite applications.
- The ideal candidate will have experience with the Blackbaud learning management and student information system onSuite.
- Effective written and oral communication are key to this information centric position.
- Ability to maintain regular and timely attendance
- Current advanced first-aid training certificate or equivalent



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Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#). You will need to upload the following documents during this process: a cover letter and resume.

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, transcripts, and a completed [employment application](#) should be submitted electronically to: parkerjobs@francisparker.org

Please find the PDF of our employment application here: [find it here](#)

[Please indicate which position you are applying for in the subject line.](#)

<https://www.francisparker.org/about-us-/employment>

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