



Job Opening for ADMINISTRATIVE ASSISTANT/STUDENT SUPERVISOR

THE MISSION OF EASTSIDE
PREPARATORY SCHOOL IS TO
GUIDE STUDENTS TO ...

THINK CRITICALLY

ACT RESPONSIBLY

LEAD COMPASSIONATELY

INNOVATE WISELY

These four mission components guide the growth of the school as well as the evolution of the EPS culture. Founded in 2002, Eastside Prep was accredited by NWAIS in January, 2010. Eastside Prep has grown from 17 students in 2003-2004 to a projected total of 430 for academic year 2017-2018.

Position Summary: This role will play a dual function. Under the direction of the Middle School Head, provides student supervision including monitoring student behavior to ensure safety during non-class activities. Under the direction of the Administrative Services Director, provides support to the Administrative Assistant team.

This is a 10-month position while school is open (generally August 15 to June 15) unless otherwise agreed upon.

The individual in this position also acts as the first point of contact on the phone, welcoming guests, prospective parents, students for one of the school's buildings. Duties also include mail management and oversight of students in this building's common spaces.

Duties and Responsibilities

- Student Supervision
 - Reports to Middle School Head
 - Participates in student pick-up and drop-off (i.e. late arrivals, early pick up, late pick-up).
 - Supervise outdoor play
 - Serves as back-up for inquiries via info@eastsideprep.org account and responds/forwards to appropriate people as needed
- Administrative Support
 - Reports to Administrative Services Director
 - Support Administrative Assistant team
 - Backfill absences and meeting/lunch coverage, particularly in the Upper and Middle schools. Responsibilities include:
 - Reception. Receive calls. Welcome guests. Answer general questions.
 - Attendance. Contact families of students that are missing.
 - Support department leadership
 - Special projects and other duties requested by supervisor
- Participates in staff meetings, activities, and trainings as needed

Knowledge, Skills, and Abilities

- Must have experience—and must enjoy—working with and/or caring for children and adolescents between the ages of 9 and 18;
- Must be detail-oriented;
- Must possess excellent communication and people skills;
- Requires a desire to work with and guide children and adolescents;
- Requires ability to learn and work with the school’s technology systems;
- Needs ability to multi-task, work independently, and proceed with objectives without close supervision;
- Needs ability to handle and resolve problems if they arise;
- Needs ability to make conversation with many different types of people from board members, parents, and students between grades 5 and 12;
- Requires high energy, a sense of humor, and patience.

Sample daily schedule:

- Administrative Support (7:30 AM – 10:00 AM)
- Supervise outdoor play (10:00 AM – 12:15 PM)
- Various tasks as assigned (12:45 PM – 4:00 PM)

Credentials and Experience

- Experience with professional roles in which multi-tasking and project management required
- Demonstrated experience in customer relations; and an ability to represent the “front of the house”
- Minimum of an Associate degree
- Two years related experience, or equivalent combination of education and experience

Interested applicants should send his/her resume and cover letter to jobs@eastsideprep.org.

Applications will be accepted until the position is filled.