



**Front Desk Administrative Assistant**  
**12/8/21**

Mountain Song Community School (MSCS) is a community of families and educators dedicated to the conscious evolution of the whole child utilizing developmentally appropriate holistic education that nurtures body, mind and heart. Our aim is to bring forth healthy, confident, free-thinking, self-directed children who are passionately engaged with their education and empowered to contribute positively to the world.

**Job Description Summary:** Front Desk Administrative Assistant is responsible for being a key member of the Front Desk Administrative staff.

**Supervisor:** Director of Operations

**Job Status:** Regular Full-time

**Essential Job Duties:**

Front Desk:

- Answer general questions regarding the school of parents, students, staff and the general public
- Provide forms as to enrollment, volunteer releases, background checks
- Accept and receipt payments for fees
- Receive volunteer release signatures and other forms from parents;

Attendance:

- Take attendance calls off messages and through the morning calls from parents
- Check in tardy students
- Run absence/tardy reports for excessive tardies/absences according to Attendance Policy for consecutive absences

Administrative Support

- File, label and maintain student files including medical and discipline files
- Help maintain student files and records in Infinite Campus
- Help maintain Teacher supply closet
- Maintain copy sets of enrollment packets and other related forms to be accessible to parents.
- Participate in fire drills, lockdowns, evacuations.

Health Room:

- Receiving students into the health -
- Intervention level determination
- Clear and concise documentation
- Communication with RN
- Help with immunization paperwork

Other duties as assigned

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**Ideal Candidate:**

- Must be able to plan and identify priorities in a variety of projects in a fast-paced environment with ongoing interruptions.
- Communication and interpersonal skills
- Highly organized
- Able to work within time constraints
- Takes direction with minimal supervision
- CPR and First Aid Certification

**Minimum Qualification:**

- High School diploma
- 1-2 years experience in school office setting
- Experience working with school data software - Infinite Campus preferred
- Basic Computer skills - email, word processing, spreadsheet
- Excellent Communication skills both verbal and written
- Able to multitask in a highly energized office setting
- Able to diffuse conflict
- Takes initiative in problem solving

**Physical Demands and Work Environment:**

The physical abilities described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, is frequently required to stand, walk, sit, use hands and fingers. The employee must occasionally lift and move up to 50 pounds. Close vision is required for detailed work. Required work will take place outside and in an office setting and will frequently be noisy. Working with youth may require exposure to bacterial contamination.