

# MINNESOTA WALDORF SCHOOL

## JOB DESCRIPTION

5/18/10

### **Position Title: Student Services Coordinator**

Responsible To: Administrative Director

Hours/week: 40 hours per week during school year, (not including days students are not in session) work week before school begins and the week after school ends. Job share hours to be determined

Classification: Non-Exempt

**Summary of Position:** The Student Support Services Coordinator is responsible for the front desk area of the school, providing for reception of visitors, telephone coverage, and meeting parent, faculty and staff needs. This is a part-time salaried shared position which includes full-time coverage (7:45 a.m. to 3:45 p.m.) when school is in session. It is important for school security and the children's safety that the front desk is never left unattended. The Student Support Services Coordinator is responsible for ensuring that a staff person covers the reception area when he/she is in another part of the building or is absent for any reason.

### **QUALIFICATIONS**

#### Education

- High school graduate
- Experience with database applications required

#### Experience

- Two years related work experience
- Personable and welcoming personality with well developed inter-personal skills
- Excellent attention to detail and accuracy
- Ability to multi-task
- Proficiency in computer use – Word, Microsoft Publisher, File Maker Pro, Adobe, Outlook, and Access.
- Good written and oral communications skills
- Ability to prioritize effectively
- Ability to work in a team environment in addition to working independently using own initiative
- Ability to manage development and production of printed or electronic materials

#### Licensing and Certification

- First Aid and CPR training and certification

### **PRIMARY TASKS & RESPONSIBILITIES**

#### **Reception and front desk responsibilities**

- Staff front desk and provide a welcoming for all families and guests
- Greet and direct all visitors and monitor the entrance to the building
- Answer telephone and maintain voice mail system
- Act as an information resource for parents

- Actively work to create warm relationships with parents

### **Weekly Update**

- Coordinate receipt of submissions and determines appropriateness for inclusion
- Coordinate distribution of the *Update*
- Preparation of the *Update*

### **Student and Parent Support**

- Keep daily attendance and follow up on all absences
- Assist as needed to ensure safe class trips, providing supplies, contact and student information, first aid kits, etc.
- Contact for bus transportation

### **Health and Safety**

- Assist the nurse with updating student records, health forms and emergency records
- Administer routine first aid and scheduled medications and maintain associated records
- Care for sick children; call parents of children who need to go home for health reasons
- Coordinate the dissemination of notices about health issues in particular classes (e.g. strep throat)
- Liaison with school district nurse

### **Faculty and Staff Support**

- Provide assistance for students sent to the office for disciplinary action
- Responsible for substitution process

### **Office Support**

- Receive and distribute mail, packages, and deliveries
- Maintain master school calendar and room reservations
- Contact for office equipment service and repair (phone systems, copier)
- Monitor info-email from school information account during the school year

### **OTHER TASKS & RESPONSIBILITIES**

- Schedule building use during the school year – coordination of reservations, primary contact with individuals or groups wishing to use school
- Assures that reception office is covered during all regular school hours by self or other administrative staff
- Performs other tasks as requested by supervisor
- Attend monthly administrative staff meetings
- Participate in school mentoring work: maintain a mentor relationship
- Keeps up to date with new opportunities for improving any/all aspects of this positions duties and communications such as the *Update*
- Maintains a clean and presentable office area that is welcoming
- Notifies Building Manager and other Administrative staff as needed for equipment repair/maintenance or other property needs

**School Break Schedule**

- During work weeks before and after the regular school year, the Student Services Coordinator may attend meetings