



Job Title: Administrative Assistant

Location: Edinburg, TX

Department: Administration

Who We Are:

The Upper Valley Montessori Society known as The Discovery School was founded in 1973 and strives to provide a unique, child-centered, quality education allowing the child to develop a love of learning based on the philosophy and method of Dr. Maria Montessori, which professes to “Follow the Child”. The ultimate objective of The Discovery School is to develop responsible, self-confident members of society who are respectful of themselves and others, who will develop a positive approach to life and contribute to their community. The Discovery School is chartered as a non-profit 501(c)3 tax-exempt Texas educational corporation, governed by a set of Bylaws and a Board of Directors.

General Description:

Under the supervision of the School Director, the Administrative Assistant provides support to the School Director in a wide range of office and school operations; coordinates and organizes office and school activities; coordinates flow of communications and information for the School Director; provides support by planning, organizing, supervising, and participating in the school office administrative operation; maintains confidentiality of sensitive and personal information; prepares and maintains a variety of records and reports related to assigned activities.

Duties and Responsibilities:

- Performs diverse office-related responsibilities as delegated by the School Director.
- Coordinates and organizes office activities and coordinates flow of communications and information to the School Director.
- Handles routine issues and emergencies concerning employees and students.
- Compiles information and prepares and maintains a variety of records and reports related to assigned activities.
- Inputs a variety of information into an assigned system; assures accuracy of input and output data.
- Maintains confidentiality of various aspects of school operations, including sensitive and personal information.
- Performs a wide variety of secretarial work, including typing and word processing, proofreading, filing, recording information, and processing and distribution of correspondence (i.e., internal and external emails, memos, etc.).

- Organizes and expedites the workflow of the school and offers guidance and direction to other school personnel as directed by the School Director.
- Serves as a resource person and liaison between schools, departments, companies, etc. May partner with the VP of Community and Alumni Relations for public-facing events and opportunities.
- Disseminates accurate and timely information and direction to parents, staff, and visitors.
- Assists with registration duties as needed, with guidance from the Office Manager.
- Communicates with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns.
- Screens correspondence and telephone calls for the School Director.
- Establishes, maintains, and assures proper use of confidential files including student, personnel, and payroll records.
- Secures substitutes in order to assure adequate coverage for the school; orients substitute personnel and provides keys and pertinent information.
- Composes correspondence independently or with general instruction on a wide range of subjects requiring knowledge of procedures and policies of the school.
- Attends and participates in assigned meetings and trainings.
- Updates and maintains multiple calendars, organizes appointments and meetings, and makes arrangements for school visitations and facility usage.
- Assists with planning school events and field trips, arranges travel for assigned personnel as required.
- Acts as an administrative lead and liaison for all fundraising events. Must partner with parent volunteers and board members to execute successful events and fundraising strategy.
- Administers first aid, provides health office coverage and dispenses approved medications to students in accordance with organizational policies.
- Tracks school supplies and assures appropriate levels or supplies are maintained.
- Operates a variety of office equipment including a copier, fax machine, two-way radio, computer, and assigned software.

GENERAL QUALIFICATION REQUIREMENTS

Experience and Training:

- Minimum 1-2 years of secretarial experience, preferably in a school or nonprofit organization.
- Knowledge of organizational operations, policies, and objectives
- Correct English usage, grammar, spelling, punctuation, and vocabulary both written and orally.
- Operation of computer and assigned software.
- Telephone techniques and etiquette.
- Interpersonal skills, using grace and courtesy.
- Oral and written communication skills.
- Basic math.
- First Aid/CPR.

Education

- High school diploma or equivalent required

Knowledge, Skills, and Abilities

- Perform a variety of clerical, administrative, and secretarial duties to strongly assist the School Director in daily operations
- Learn school organization, operations, policies, and objectives and function within those parameters
- Able to effectively and efficiently multi-task
- Superior organizational skills
- Assure smooth and efficient office operations
- Maintain a variety of records, logs and files
- Understand and carry out oral and written instructions
- Compose correspondence and written materials independently or from oral instructions
- Establish and maintain cooperative and effective working relationships with others
- Serve as liaison between administrators, staff, parents and the public.
- Must meet deadlines and work effectively with a variety of schedules and timelines.
- Able to complete work with many interruptions and distractions.
- Work independently with little direction or guidance.
- Work confidentially with discretion.
- Must be able to take direction and receive constructive feedback, and then implement changes.

Physical Ability to be able to perform the full duties of the position:

- Sitting, standing, and walking for extended periods of time.
- Dexterity of hands and fingers to operate assigned equipment and a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Reaching overhead and above shoulders to retrieve files and materials.
- Bending at the waist, kneeling or crouching to file materials.
- The employee must occasionally lift and/or move up to 25

Additional requirements:

- TB test
- Background check and finger printing

FLSA Classification: This is a nonexempt, full-time position.

The Discovery School is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in our work and staff. We strongly encourage people from all groups and communities to apply.