



Fremont Community School (FCS), is a Waldorf-inspired, play-based preschool and childcare center in Seattle, Washington,

Administrative Assistant: Full-time

Hours: 8:45 to 5:15pm Monday through Friday

Compensation:

\$24 to \$28 an hour depending upon qualifications

Paid Medical, Dental, and Vision insurance

Paid Holidays and Time Off

Paid Employer sponsored Retirement Plan

Job Summary:

The Administrative Assistant is responsible for providing general clerical and administrative support to the School Administrator and other areas within Fremont Community School (FCS), as assigned. This includes assisting with the admission process and maintaining FCS' School Cloud-based Administrative site for applications, waitlists, enrollments, forms, and parent and child database information. This full-time position works proactively and takes the initiative to support the varying administrative needs of the school and serves as liaison between FCS and the FCS community.

Essential Job Qualifications:

- Must be at least 18 years old.
- AA Degree preferred.
- Two years of experience in an administrative office support setting.
- Demonstrated computer experience and proficiency with MS Office and database programs.
- Excellent oral and written communication skills including ability with proofing materials.
- WA state portable background check
- Proof of negative TB test within the last 12 months
- Upon hire – obtain Food Handler's Permit; Bloodborne Pathogens Training; CPR/First Aid

KEY RESPONSIBILITIES:

1. Promote and support the mission of FCS and its strategic plan.
2. Professionally interact with all school constituents by answering and prioritizing telephone calls and emails, greeting visitors, and referring to appropriate person, as necessary.
3. Ensure proficiency in operational procedures and assess opportunities for improvement.
4. Utilize cloud-based applications to access and maintain information and records.
5. Assist with updating and maintaining information in the school's cloud-based administrative site including daily monitoring of signups and waitlists.
6. Assist families throughout the admissions process including enrollment documents and accessing and submitting required information through the cloud-based administrative site.
7. Maintain open and cooperative communication between parents and staff including student/family updates, newsletters, teacher communications, class information, school events, parent meetings, and postings.
8. Assist with communicating and attending school festivals and outreach events, as needed.
9. Always ensure the safety and security of children and school grounds.
10. Assist with updating and maintaining social media and website.

11. Assist with inventory and supplies for administration, kitchen, maintenance, and classrooms.
12. Communicate any questions or concerns to management and teachers.
13. Assist with the care and appearance of the school grounds, building, and classrooms and ensure timely communication of any repairs needed.
14. Attend and participate in staff meetings and in-service trainings.
15. Provide Board, Committee, and Family Association support.
16. Assist teachers in classroom and provide breaks for teaching staff, if needed.
17. Manage other clerical duties, as assigned by the School Administrator, and stand in for the School Administrator, as requested.
18. Assist the Director, as needed.

WHY YOU WILL LOVE WORKING AT FCS:

We are a growth organization and are opening our second site in June. Our mission is to cultivate curiosity, friendship, and wonder through play and exploration of the natural world in a joy-filled home away from home. We believe in a collaborative work environment whereby staff health and well-being are as important as that of the children in our care.

Although based in Waldorf Education, FCS carefully weaves in other beautiful educational philosophies to create a dynamic, play-based, outdoor center. FCS is committed to meeting the challenges of today's ever evolving world – from Black Lives Matter to the climate crisis. We recognize the need to create communities as modern-day villages, enriching the lives for all of us through festivals and our work together.

HOW TO APPLY:

Please submit your resume and a cover letter to FCS at: jobs@fremontcommunityschool.org

Please feel free to check out our website: fremontcommunityschool.org

- Principals only. Recruiters, please do not contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products, or commercial interests.