



Job Title: K-8 Administrative Assistant

Department: Staff

Reports to: K-8 Director

Job Summary:

Steamboat Mountain School seeks a full-time Administrative Assistant at our Emerald Campus in Steamboat Springs. This position requires professional judgment, a warm and welcoming personality, organization, and flexibility. Strong computer skills are needed to fulfill the daily responsibilities, as well as a high energy level and love for children. Interested applicants should excel in anticipating needs, maintaining calm, and being a solution seeker. All faculty and staff are expected to have excellent interpersonal and communication skills.

Essential Functions:

- Class Coverage: Ensure that classes are covered in the event of teacher absenteeism; may need to substitute in classes and cover collateral duties when teachers are absent.
- Attendance: Notify faculty of absences and tardies; notify families of excessive absences or tardies.
- Special Events: Support administrative team and faculty in special event coordination, such as the Emerald Camp Trip, Back to School Night, Parent-teacher Conferences.
- Registrar: Maintain cumulative folders of current and former students, ensuring that files are organized and secure. Send transcripts and progress reports to schools and parents.
- Ordering: Purchase books and supplies according to the purchasing procedures and department needs.
- Nurse Support: Manage minor illnesses and injuries when the school nurse is not on campus.
- Parent Volunteers: Coordinate parent volunteers that serve our school community.
- Lunch: Coordinate daily hot lunch ordering and management of lunchtime food service and parent volunteers.
- Additional Duties: Complete additional duties as requested by K-8 Director to support the functioning of the Emerald Campus.

Qualification Requirements:

Many paths could lead to this position. We believe a candidate with the following attributes will be successful in this role.

- Thrives in a fast-paced environment, with a demonstrated ability to work efficiently and effectively under pressures

- Flexible, with a strong sense of how to independently prioritize tasks and manage competing demands
- Excellent oral and written communication skills
- Highly skilled and comfortable with G Suite and Microsoft Office; high level of proficiency with Sheets or Excel is highly desirable; ability and willingness to learn new technology platforms
- Attentive to detail, never one to leave a T uncrossed or an I undotted
- A team player: affable, energetic, and collaborative
- Experience working in a school setting would be a nice bonus

Compensation and Benefits:

Steamboat Mountain School offers a rich and comprehensive benefits package.

- Salary range, \$42,000-\$50,000 DOE
- Medical including short term disability
- Dental
- Vision
- Retirement contribution match after one year of service
- Tuition remission benefits after two years of service
- Summer break, most national holidays, and all traditional school holidays are non work days

In order to apply, email your resume and cover letter to careers@steamboatmountainschool.org.
Steamboat Mountain School is an Equal Opportunity Employer.