



September 1, 2022

## Job Title

**Administrative Assistant**

## Job Summary

Responsible for being the primary initial point of contact for all students, guardians and visitors to Maple Village Waldorf School (MVWS) and acting as staff support.

## Compensation

Full Time: 40 hours per week while students are in school, 20 hours per week on breaks

Hours: 7:30 a.m. - 4:00 p.m.

Hourly Rate: \$20 per hour

Non-Exempt Employee

## Relationships

Reports to: Administrative Director

## Duties

### Daily Operations

1. Communicates with MVWS staff, in-person, through email, phone calls and scheduled appointments.
2. Manages ring cameras.
3. Responsible for the coordinating, scheduling and tracking of Extended Day program
4. Primary point of contact in the front office, answering phones, walk-in visitors etc.
5. Manage/record/administer tardy slips
6. Assist with printing/copying
7. Create & print sign-in sheets & rosters
8. Manages and distributes incoming/outgoing mail
9. Unlocks building upon arrival
10. Orders teachers' supplies and restocks campus supplies
11. Basic facilities maintenance, toilet paper restocking, etc.

### Faculty Support

1. Assist with printing/copying
2. Order teacher supplies

### Parent Support

1. Effectively respond to the concerns of the MVWS parent community. (Email etc.)

### Student Support

1. Supervise sick students (administer basic First Aid)

### Human Resources

1. Responsible for filling out timesheets in a timely manner

## Skills & Knowledge

1. Working knowledge of Waldorf Education

## Working Environment

Office working environment

## Our School

We are a progressive suburban school housed in a historical church building in the quiet neighborhood of Belmont Heights. Our relationship with Long Beach Parks and Recreation allows us to utilize four parks within walking distance for partial school days. Our school was recently one of six private schools in the country to be named a U.S. Department of Education Green Ribbon School for environmental sustainability, health and wellness, and STEM. We are located minutes from the beach, 1.5 hours to the desert, 2 hours to the mountains, and 30 minutes from a Waldorf high school. We have a diverse population, and we are focused on equitability and inclusion for people of all religions, races, ethnicities, sexual orientations, and gender identities/expressions. Our Village has a lot of heart, strong parent participation, and is centered on families, community, parent education, collaboration, and mutual respect. MVWS is an Associate Member of AWSNA and a Developing Member of WECAN.

## Teaching Culture

Our school is entering its 15th year and programs include Parent/Baby, Parent/Toddler, 2 Preschools, 2 Kindergartens, and Grades 1 – 8. We have an experienced faculty, strong peer mentoring program, and together we study, listen, counsel, laugh, eat, and celebrate. Our specialty subjects include Handwork, Woodwork, Spanish, Japanese, Games, Strings, Chorus, Eurythmy, and Gardening. We also have a strong Early Childhood and Grades Extended Care program. Compensation: MVWS offers a competitive salary and comprehensive benefits package including increments for teaching experience, tuition remission, medical insurance, and professional development.

## Hiring Process

We invite you to complete our job application on our website (available at <https://maplevillagewaldorf.org/career-opportunities/>) and submit it, along with a cover letter, resume, and letters of reference to MVWS Dean of Education Lisa J. McCarthy at [Lisa.McCarthy@maplevillageschool.org](mailto:Lisa.McCarthy@maplevillageschool.org). Eligible applicants will be contacted for a phone interview, references will be contacted, and qualified applicants will be invited to an interview with our Hiring Committee, followed up with demonstration lessons.

To learn more about our school, please visit our website, Facebook, and Instagram pages at:  
<https://www.maplevillagewaldorf.org/> <https://www.facebook.com/maplevillageschool/>  
<https://www.instagram.com/maplevillagewaldorfschool/>

