



The Joy School

Unlocking A Child's Learning Potential

Title: PM Administrative Assistant

Hours: 1:30 – 5:30 PM

Reports to: Programs Director/Assistant
Director of Admissions

JOB DESCRIPTION

Essential duties and responsibilities include the following. Other duties may be assigned.

- Serve as on-campus administrator for all programs conducted outside of the school day,(i.e. after school) and during summer school
- Assist with enrollment processes and paperwork for all programs
- Ensure background checks are conducted on all people working with students, including TJS employees, outside vendor employees, and volunteers
- Maintain all documentation related to programs including, but not limited to: class lists, liability insurance of vendors, and background checks of instructors
- Maintain all required documentation for licensing and/or accreditation
- Handle parent concerns and complaints with integrity and compassion
- Stay abreast of parent perceptions and concerns and relay information to the admin team as necessary
- Ensure appropriate training is provided for all ancillary personnel, including instructors and volunteers
- Secure substitute teachers for after school programs as needed, occasionally serving in that capacity when necessary
- Assist in assessing the effectiveness of all programs, policies, and procedures
- Monitor children as they transition from the regular school day to after school programs
- Assist in interviews and hiring process for ancillary personnel
- Administer and manage tutoring paperwork in collaboration with the Programs Director
- Work in collaboration with other members of the administrative team for the benefit of the School in any capacity necessary
- Contribute to a safe, supportive school environment for both students and parents by acting with compassion and integrity in all situations, while at the same time maintaining appropriate professional boundaries
- Contribute to a positive school culture by building collaborative, collegial, and respectful relationships with colleagues and overtly supporting teachers, administrators, and the Board of Trustees
- Model the mission, philosophy, and goals of the School to all staff, parents, students, and the community