



Job Description: School Office Assistant

ABOUT THE POSITION: The School Office Assistant is a full-time, year-round position. This individual works closely with a wide range of staff and reports to the Chief Operating Officer.

The School Office Assistant position is vital to the everyday operations of the school. The individual in this role acts as the first point of contact for families, visitors, representatives of schools/districts that Northwest School for Deaf and Hard-of-Hearing Children (NWSDHH) has established relationships with, and the community at large. The School Office Assistant provides a range of administrative support to staff members on a daily basis.

ABOUT OUR SCHOOL: Located in the Seattle area, Northwest School for Deaf and Hard-of-Hearing Children (NWSDHH) is a national leader in the education of deaf and hard-of-hearing (D/HH) students using simultaneous oral English and Signing Exact English (S.E.E.). Dedicated to successful research-based practices, the school provides a nurturing educational environment for children who are deaf or hard-of-hearing, offering superior education while fostering spoken language and listening skills through the use of S.E.E.

DUTIES AND RESPONSIBILITIES:

Reception/Front Desk (50%)

- Bring a joyful, professional presence while building strong relationships and rapport with individuals who visit or call the school
- Answer phones and relay messages
- Greet and assist all visitors, students and staff
- Coordinate district transportation for students
- Assist staff with communications to families throughout the day (i.e. calls to guardians for sick/injured children, etc.)
- On occasion, assist students with loading/unloading from buses before and after school
- On occasion, supervise student(s) waiting for transportation to arrive (delayed transportation, sick child awaiting pickup)

Administrative Assistant (50%)

- Provide basic administrative support in support of school administration and school programs
- In collaboration with the Operations Team, maintain, stock and organize the reception and staff room areas on a daily and weekly basis
- Coordinate annual student supplies list
- Update and maintain school documents including family, staff and district rosters
- On occasion, coordinate and schedule meetings as requested by school administration
- Mail and file report cards and Individual Education Plans
- Schedule requested interpreters for school staff and family meetings (Spanish, ASL, etc.)
- Enter daily attendance into student database system
- Take meeting minutes for regularly scheduled staff meetings
- Coordinate several annual school events in collaboration with school administration

- Provide support for school communications, including weekly family communication
- Provide routine assistance to maintain paper and electronic student files

Facilities Support

- Provide backup support for scheduling NWSDHH's fleet of student transportation vans (answer staff questions, make adjustments during the day schedule for use)
- Pull vans out of garage and park for daily mainstreaming use

Required Experience and Skills:

- Experience in a reception setting
- Experience in a high-volume intake location
- Ability to carry oneself in a professional manner and maintain confidentiality at all times
- Ability to manage time and prioritize workload effectively
- Understanding of appropriate response times to inquiries from families, staff, etc.
- Excellent verbal and written communication skills
- Ability to work well with others and facilitate open communication with a team focus
- Flexibility, problem solving, critical thinking and ability to adapt to variable situations
- Proficient in use of Microsoft Office Suite
- Experience using database systems; preferably school-based systems

Preferred Experience and Skills:

- Willingness to learn or basic knowledge of sign language; preferably S.E.E.
- Conversational Spanish skills

Position Details:

This position is year-round, full-time (40 hours/week).

Salary & Benefits: \$45,000 - \$50,000 annually. Very generous paid time off, health/dental/vision benefits, retirement matching contribution and free parking.

APPLICATION

To apply, submit a resume and a cover letter to: Sara Reyerson, Chief Operating Officer, via email to hireing@northwestschool.com. Please make your subject line "School Office Assistant."

Northwest School for Deaf and Hard-of-Hearing Children is an equal opportunity, affirmative action employer. All candidates will be evaluated on a merit basis.