

Administrative Assistant

Position Overview

Presidio Knolls School seeks an Administrative Assistant with excellent organization skills. The successful candidate will be responsible, able to be self-directed to manage and meet the needs of a busy, growing PreK – 8 independent school. The position reports to the Director of Operations & HR and will support other administration staff as needed. The position is non-exempt and full-time with scheduled hours from 9:00am – 6:00pm year-round. The opening is for an immediate start and is open until filled.

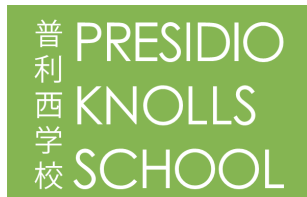
About Presidio Knolls School

PKS was founded on the idea that a progressive educational model can be combined with rigorous Mandarin immersion to create a vibrant, innovative school where children will thrive in a joyful environment. Since 2008, we have grown rapidly and established a unique position in the Bay Area's independent school community. As of the fall of 2023, the school enrolls nearly 400 students in Preschool through Grade 8.

The progressive philosophy of Presidio Knolls School embraces kids as co-collaborators in their education, valuing their voice and agency to shape their own learning journey. The school has a commitment to social-emotional learning that permeates the culture of the school.

Essential Functions

- Performs administrative assignments with minimal direction and serves as key administrator for the school.
- Professionally greets and assists staff, students and visitors, answers questions for staff, parents, students and others.
- Assists with document preparation/staff and parent communication as needed.
- Maintains an adequate supply of office supplies and materials for the administrative office area.
- Tracks student lunch orders and distributes.
- Maintains spreadsheet to track school order processing and receiving of approved purchase requests from teachers and administrative staff.
- Coordinates and schedules meetings, meeting rooms and required equipment for meetings.
- Coordinates field trips.
- Coordinates travel arrangements for teachers and administrative staff.
- Operates a variety of office business equipment associated with school activities including computer and printer.
- Supports preparation and set up for school events.
- Supports administrative leadership team with meeting scheduling.
- Is a key point person for teachers who may need help with students who have been injured or are feeling unwell, by assisting with basic medical care and following up with parents.
- Contacts parents and keeps track of all elementary attendance records on a daily basis.
- Maintains school and student files as needed to meet regulatory and compliance requirements.
- Contributes positively to employee morale; maintains a positive, pleasant demeanor to all constituencies.
- Performs other duties as directed.



Qualifications

- High school diploma or GED and a minimum of six months previous experience in an equivalent position or equivalent amount of relevant training and experience.
- Ability to multitask, prioritize and provide feedback and follow through.
- Experience working in a school and/or with children preferred.
- Excellent communication skills.
- Ability to apply common sense understanding and to carry out written and oral instructions.
- Ability to respond in an emergency situation, and communicate with appropriate staff and/or emergency personnel.
- Competency with internet, email, databases, word processing, spreadsheet applications and ability to learn other platforms as needed.
- Ability to use and maintain printer/copier and other office equipment.
- Fluency in speaking, reading, writing in Mandarin highly desired.

Physical Requirements and Work Environment

- Regularly sit, talk, hear and visually intercept visitors.
- Be able to occasionally lift and move up to 45 lbs.
- Work at a desk and computer screen for extended periods of time.
- Turn, bends, reach and occasionally use a ladder.
- Work in a busy, often distracting environment.

Please Send Application Materials to: employment@presidioknolls.org

Interested and qualified candidates should email a cover letter and a resume to employment@presidioknolls.org. Please state the position of “**Administrative Assistant**” in the email subject line.

Compensation

PKS offers a competitive compensation package commensurate with qualifications and experience:

- Pay range is from \$27.00 - \$32.00 per hour.
- Health, dental and vision fully covered for the employee.
- 403b match
- Wellness Program
- Employee Assistance Program
- Commuting support of up to \$55 per month.
- 16 paid holidays per year
- Vacation accrual of 15 days per year

Presidio Knolls School offers equal opportunity to all, and does not discriminate on the basis of race, color, and national origin, ethnicity, age, sex or disability or other protected class status under any applicable laws. Employment will be contingent on successful completion of a background check.