



Administrative Assistant & CO-OP Coordinator

Full Time / 11 months

The GreenMount School, Baltimore, MD

A multi-faceted position that supports the daily operations of the School - support is provided for all school administrators and school programming. This includes and is not limited to receptionist duties, co-curricular program administration, and CO-OP coordination. The Administrative Assistant will support the Leadership Team and report directly to the Head of the School. The ideal candidate is warm and welcoming while also professional and discerning; flexibility and a high level of organization a must.

Job Responsibilities

- Understand the culture and climate of the School and the wider educational environment and provide a welcoming environment
- Model and foster high ethical standards, integrity, and respect for colleagues, alumni/ae, parents, and students in the conduct of the School's business
- Perform general receptionist duties such as welcoming guests, answering phones, relaying messages, monitoring the door, disseminating mail, stocking supplies, and general straightening up of lobby, office, and front entranceway.
- Maintain security protocol by following procedures for general security and maintaining sign-in books for visitors, staff, and students
- Arrange for substitute teachers
- Maintain updated calendar and events on shared Google calendars and monitor event information on the School website
- Coordinate with the Business Officer in the maintenance of office equipment, including phones, copier, and fax machines
- Support staff in ordering office supplies and classroom supplies - creating a system for ensuring cost savings when ordering supplies
- Maintain the Employee Dashboard and roster
- Assist with the preparation and maintenance of a school-wide class schedule, teacher schedules, and room/area schedules. Communicating changes and updates to necessary parties
- Daily data entry and management of student attendance records into the database and onto student evaluations each trimester. Produce attendance records for student meetings as needed. Maintain trimester totals and enter these into trimester evaluations by teacher deadline.
- Coordinate parent volunteer efforts around Teacher Appreciation Week
- Work with Head of School to update all handbooks, including Family Handbook, Employee Handbook and assist in communicating updates to the school community
- Serve as health technician, including administering minor first aid, scheduling health department visits, maintaining student health records, oversee the dissemination of health forms to teachers, and monitoring and ordering first aid supplies
- Maintain first aid and CPR certifications as well as medication administration certification in order to assist with first aid and medication administration
- Provide administrative support directly to the Head of School, this includes, but is not limited to the following:
 - Maintain HOS calendar and scheduling - provide HOS with calendar updates and anticipated events
 - Note-taking at meetings
 - Initiate agendas for internal meetings, as needed
 - Provide follow up assistance for correspondences

Our Mission

Our mission is to provide a creative education for grades K through 8—emphasizing multicultural, cooperative, and experiential learning and supported by strong family participation.

- High School Process support including student record management, meeting preparations, transcript information and other duties as assigned
- Maintain confidentiality and professionalism in HOS matters
- Schedule and track student support meetings ensuring all parties are invited to meetings
- Perform other duties as assigned by the Head of School
- Support the school and its leadership
- Provide administrative assistance to members of the Leadership Team, Board, and key volunteers for various projects and events; this includes but is not limited to the following:
 - Note-taking at meetings with volunteers as needed
 - Assist with event planning and logistics
 - Assist with calendar management of teams
 - Mailings, distribution of materials and other assistance
- Oversee registration by parents, students, and community for events, meetings, and co-curricular after-school clubs, etc.
- Maintain medical files for each student. Assist leadership team with the maintenance of school and student records, filing of reports and ensure absolute confidentiality of information, files and records
- Assist the Business Officer in creating, distributing, and tracking administrative paperwork to the parent body.
- Contributing to the school-wide strategic vision and, in particular, promote the co-curricular activities within the school community
 - Recruiting, training, and managing a CO-OP volunteer base to assist with co-curricular programming
 - Establishing and maintaining communication with members of the school staff about student needs and aspects of the co-curricular program
 - Supervising registration and orientation of students and parents
 - Maintaining inventories and records needed for program administration
 - Providing regular oral and written reports of extracurricular activities to the Head of School
- Manage and implement the CO-OP system throughout the school and its programs
 - Ensuring that strategic plan for CO-OP is front and center
 - Facilitation of the CO-OP committee to ensure community partnership and collaboration
 - Assist in the coordination of CO-OP needs with administration and staff
 - Coordinate and manage monthly CO-OP workdays with the administrative team
 - Manage CO-OP database and HelperHelper app that records parent hours, billing unfulfilled hours
 - Communicate with GMS community in a clear, concise and timely manner regarding CO-OP matters
 - Ensure facility readiness for day-to-day events as well as special events coordinating as needed
 - Create a task list of CO-OP jobs to be completed on a regular (monthly, seasonal, etc.)
 - Work closely with the Board of Trustees CO-OP chairperson to ensure the CO-OP system is accessible, clear, and community-oriented.
 - Ability to inspire volunteers and be a member of the team
- Perform other duties as assigned by the Head of School
- Support the school and its leadership

Qualifications

- A strong sense of personal accountability and ability to establish and maintain effective working relationships
- Minimum 2 years experience in a front-line communication role
- Experience as an executive assistant or manager a plus

Our Mission

Our mission is to provide a creative education for grades K through 8—emphasizing multicultural, cooperative, and experiential learning and supported by strong family participation.



- Work experience in an educational institution a plus
- Proven ability to organize and prioritize multiple tasks and meet deadlines
- Strong customer service skills and experience required
- Must communicate effectively, both orally and in writing
- Work independently as well as collaboratively within a team environment
- Proficient in MS Word, Excel, Outlook, PowerPoint, Google Calendar, and GoogleDocs, familiarity with database systems a plus
- First Aid Certification (this can be obtained at the school)

Working Conditions

Every day at GMS is different from the last. You must be able to lift light to moderate items, rearrange and move light to moderate furniture and other objects from one place to another, standing for long periods, organize closets, and collaborate with classes. In light of the transitions schools made during the pandemic, the ability to work professionally from home is important.

Hours and Salary

This position is a full-time position beginning August 1, 2023. The salary range is comparable with small independent schools and negotiable depending on experience.

Application Process

1. Complete the [Employment Application](#) listed on the school website.
2. Send the completed Employment Applications along with a letter of interest, resume, and references (letters of recommendation or contact information for references) by email. Please email inquiries with the subject line, “Administrative Assistant” to:

Human Resources
The GreenMount School
hr@greenmountschool.org

Please visit our website at www.greenmountschool.org to learn more about our school and educational program.

The GreenMount School is an Equal Opportunity Employer and welcomes applications from qualified candidates regardless of age, race, color, sex/gender, national origin, citizenship status, religion, disability, sexual orientation, or any other protected status in accordance with the requirements of all federal, state, and local laws.

Our Mission

Our mission is to provide a creative education for grades K through 8—emphasizing multicultural, cooperative, and experiential learning and supported by strong family participation.