



Job Description – Middle School Administrative Assistant

The Middle School Administrative Assistant is a full-time, salaried position with a 12-month work schedule, beginning July 1. During the school year, typical hours are from 7:15 AM – 3:45 PM with a 30-minute lunch break. During the summer, typical hours are from 8:00 AM – 3:00 PM. The Middle School Administrative Assistant will report to the Middle School Dean.

Position Overview

The Middle School Administrative Assistant is the gate-keeper of the middle school office, providing a warm and welcoming atmosphere for students, staff, parents and visitors. He or she also provides general administrative support for the Headmaster and his administrative team.

The Middle School Administrative Assistant's essential duties and responsibilities are as follows:

Administrative Assistance

- Provides general administrative support for the Middle School Dean
- Coordinates calendars for the Middle School Dean
- Takes minutes at Middle School faculty/staff meetings and submits them to Dean within 24-hours

Reception

- Answers incoming phone calls in a pleasant, informed manner for the purpose of providing and creating a positive image and first impression of the school
- Greets all incoming students, families, and guests respectfully and professionally, determining their needs, checking scheduled appointments, and directing them to the proper person
- Checks voice mail messages left in school's general mailbox on a routine basis and distributes accordingly those messages needing immediate attention, or answers them directly if appropriate
- Is knowledgeable and current on school activities, programs, and events related to the school calendar
- Answers door with remote access and/or in person, admits visitors, requires all visitors to identify themselves and sign-in; provides appropriate visitor passes and badges following school protocol
- Checks students in and out—and issues passes and monitor requests for early dismissals
- Works closely with the School Nurse and administration regarding care for students, especially in emergencies

Computer Skills

- Proficiency in Microsoft Office Suite

Qualifications

- Excellent verbal and written communication skills
- Flexibility, organization, decision-making and problem-solving skills

- Knowledge of good telephone etiquette with the ability to deal tactfully and confidently with callers and visitors
- A courteous and pleasant personality
- Strong organizational skills for multi-tasking and prioritizing responsibilities
- Must possess sensitivity to confidential information and hold a high standard of integrity
- Ability to work with courtesy, tact, and diplomacy in dealing with others, and the ability to work as part of a team

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and SERS retirement plan with employer contribution. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

Application Process

Staff applicants must submit the following in a single email addressed to the Job Search Committee: careers@cincyclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.