



Middle School Office Administrator

Keys School, a K-8 of approximately 310 students and 45 faculty, seeks an experienced, full-time Middle School Office Administrator to begin July 1, 2021. Founded in 1973, Keys offers a constructivist education with concern for students' academic, social, emotional, and physical growth. Today, Keys is known for helping students to become compassionate and empathic community members while developing the confidence to find their voice and advocate for themselves and others.

With a cross-divisional buddy system, ice skating lessons, classes in self-science, and extensive outdoor education experiences beginning in kindergarten, the school offers an array of distinctive programs. These experiences, in concert with a strong and engaging academic approach, prepare students to matriculate to the region's highly selective independent secondary schools and rigorous public high schools.

The school is situated on two campuses, about a mile apart. The Lower School campus houses grades K-4, approximately 180 students and 45 faculty and staff. The Middle School campus houses grades 5-8, approximately 140 students, and 30 faculty and staff.

The Middle School Office Administrator is the initial contact for students, parents, prospective parents, and all other visitors to the school. They set the tone for a warm, welcoming, and service-oriented environment. Reporting jointly to the Head of Middle School and Head of School, the Middle School Office Administrator helps manage the day-to-day operations of the Middle School and also assumes responsibility for longer-term projects for the division and the School as a whole.

The Middle School Office Administrator is expected to:

- Provide general support to the Head of Middle School to ensure smooth daily operations of the Middle School, including but not limited to taking daily attendance, processing dismissal changes, coordinating faculty substitute coverage and setting up the daily lunch service
- Support the Head of School's partnership with the board by coordinating events, organizing materials and maintaining calendars
- Maintain all student records including attendance, medical information, conference notes, and report cards
- Generate student transcripts upon written request
- Gather and track all materials necessary for eighth grade High School applications
- Support admissions events such as student visits and tours
- Support the coordination and arrangements for eighth grade banquet and graduation
- Submit record of seventh grade vaccinations to the state
- Compile emergency contact information for students
- Prepare emergency backpacks for each classroom
- Assist with the coordination of emergency preparedness drills
- Administer first aid and medication to students in need; maintain medical log; call home as necessary; replenish supplies
- Arrange for lice checks at the beginning of each year and perform them as necessary throughout
- Oversee Middle School and school-wide calendar
- Support development of school schedule and distribute final schedules to faculty and students
- Place supplies, materials, and textbook orders and distribute such upon arrival
- Prepare school "agenda/planner" for grades four through eight

- Order and organize meals for faculty on conference, in-service, and professional development days or otherwise as scheduled
- Organize and oversee office supplies, including the kitchen, and replenish related supplies
- Support the hiring process by receiving and responding to inquiries, filing resumes and distributing them to appropriate offices, creating candidate schedules, and arranging hotel rooms as necessary
- Prepare mailings and correspondence, both paper and electronic, as requested
- Coordinate room use for conference room
- Oversee lost and found
- Partner with all departments within the school to maintain a high quality, service-oriented environment
- Serve as a member of the school's staff and support creation of service-oriented environment
- Participate in School-wide events and meetings
- Accept and perform other duties, as assigned

The successful candidate will have:

- Excellent and effective written and verbal communications
- A cooperative team approach, complete with a good sense of humor and demonstration of a united front
- A commitment to service-orientated work, specifically toward children, as well as an understanding and practice of Social Emotional Learning (SEL) strategies and DEIJ work
- Initiative, internal motivation, and a willingness to take on responsibilities beyond those explicitly defined
- High level organization skills and the ability to execute responsibilities efficiently, accurately and on or before deadlines
- Availability to work occasional evenings and weekends, generally scheduled in advance
- The ability to define problems, collect data, establish fact, grapple with complexity and inconclusive evidence, and draw valid conclusions.
- Sound judgment related to confidential conversations, projects, and information related to the School or any of its constituents including the effective communication regarding such matters to the appropriate individuals
- A bachelor's degree or more
- Three to five years of related professional experience
- Strong working knowledge of Microsoft Office, Google Suite, presentation software, and communication technologies, including social media, and the ability to conduct effective online research
- A proven record of collaborative teamwork together with a nuanced understanding of interpersonal relationships
- A sufficiently nimble mind and spirit to enjoy the uniquely transformative time that is early adolescence

Interested candidates should submit a cover letter, resume, and three to five references to jobs@keysschool.org

Keys School is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, disability, orientation or veteran status. For more information on the school, please visit keysschool.org