



School Secretary

Status: Full time position, Non-exempt Employee

Mount Tamalpais School (MTS), a K-8 independent school serving up to 240 students in Mill Valley, California is looking for a Secretary. The main purpose of this position is to optimize workflow procedures in the office. You will assist colleagues and executives by supporting them with planning and distributing information. You will be the point of reference for all queries, requests, or issues and will be an integral part of the school's workforce.

Responsibilities

- Answer phone calls and direct calls
- Record student attendance
- Process, fill and distribute any orders
- Keep inventory of all back-room, first aid, kitchen, and emergency supplies and refill as necessary
- Keep back-room and kitchen clean
- Administer basic first aid and medication to students
- Schedule parent teacher conferences and other appointments as needed
- Manage student pick-up/drop off and other attendance-related issues
- File and update contact information of employees, students, suppliers, and external partners
- Prepare and disseminate correspondence, memos, and forms
- Log and deposit any checks that come through the front office
- Help the Operations Manager with any logistics related to Angel Island, Field Day, Grandparents Tea, Auction, Graduation, and other events as needed
- Assist and train Hot Lunch volunteers as needed
- Maintain student records and files
- Assist with aftercare as needed
- Assist the Registrar as needed

Qualifications

- Maintains professional and friendly demeanor
- Possesses excellent multi-tasking skills
- Works well with a variety of students, administrators, and parents
- Exhibits ability to remain polite and calm when dealing with troublesome students or frustrated parents.
- Possesses basic computer skills and knowledge of word processing programs
- Communicates clearly and effectively
- Is capable of handling confidential student records in a responsible fashion

- Demonstrates familiarity with basic office equipment such as multi-line phones, fax machines and scanners

Education and Experience

- High school diploma or GED is required
- Bachelor's Degree is recommended
- Previous work experience in an office setting is required

Work Environment

- The majority of working hours will be spent in an office setting
- Light physical activity such as walking and standing, is required on a daily basis
- Some local travel to complete office errands may be required

To apply please send your resume and cover letter to Christina Zarich- czarich@mttam.org