



BROOKLYN FRIENDS SCHOOL

Upper School Administrative Assistant

Brooklyn Friends School (BFS) seeks an experienced administrative assistant to serve immediately or beginning 1 July 2019 as the Upper School Administrative Assistant. The USAA will help guide the efficient operation of the Upper School by meeting the administrative needs of upper school programs and providing direct administrative assistance to the Head of Upper School.

Guided by our [mission](#), core values, and [Upper School Guiding Principles](#), BFS provides an inclusive learning environment in which a vigorous grades 9-10 academic program and grades 11-12 International Baccalaureate program cultivate compassion, intellectual curiosity and inquiry, and confident changemakers. We seek a joyful, resourceful, open-minded, and flexible individual able to manage and navigate administrative responsibilities within a fast-paced, dynamic community of teachers, young people, and their families.

Position Description

The position of Upper School Administrative Assistant (USAA) is central to the effective operation of the division—from ensuring the safe whereabouts of students through attendance to answering communications and following through on multiple tasks in an efficient and timely manner. The USAA is also responsible for helping with the organizational and academic development efforts of the Head of Upper School; processing, coordinating, and maintaining the organization of confidential materials and the daily correspondence of the Head of Upper School as well as accurately keeping the Head of Upper School's calendar. The successful candidate will not only learn existing systems and structures quickly, but will demonstrate resourcefulness by designing efficient support and administrative structures. The USAA also assists with the organization and maintenance of records and the filing of reports, ensures absolute confidentiality of information, files, and records, and coordinates all school retreats, field studies, and divisional events as well as other duties as assigned by the Head of Upper School.

Specific Qualifications and Skills

Bachelor's degree is preferred and three to five years experience performing, at an executive level, the duties and responsibilities associated with this position. Must possess strong organizational, problem solving, computer application skills, particularly with Senior Systems, Blackbaud, or Veracross, MyBackPack, and PLearning, in addition to proficient and *excellent* verbal and written communication skills; consistent, professional, and welcoming interpersonal skills.

Duties and Responsibilities

- Represent and serve as a model of the BFS mission, Core Values, and [Upper School Guiding Principles](#) and demonstrate professional, consistently welcoming and joyful conduct in all

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communications and interactions with all constituents and community members both inside the school's campuses and in the community outside the school's campuses.

- Maintain Head of Upper School (HOUS) schedule.
- Maintain appropriate relationships, notifying the HOUS of any issues of concern.
- Assist HOUS with all day-to-day operations and serve as the executive assistant of the HOUS.
- Maintain a neutral position in the school and the confidentiality of the HOUS and division.
- Arrange substitute coverage for absent teachers.
- Organize Upper School events like parent-teacher conferences, US Colloquia, Curriculum Night.
- Maintain, record, and share daily student and faculty attendance.
- Reconcile Upper School budget monthly and maintain an organized system for budget accountability.
- Organize, post, and distribute weekly, monthly, annual, and other regular communication publications for faculty, students, and families, e.g., *US Weekly*, *US Digest*, *US Daily News*, and US Parent and faculty/staff dashboards, student/family email broadcasts.
- Maintain current student records and files (hard copy and Senior Systems).
- Maintain US database (Senior Systems).
- Coordinate requests for school records from/to families, schools, and other governing bodies.
- Coordinate divisional meetings; take and post minutes at faculty and other divisional meetings.
- Coordinate, proofread, and edit report cards and faculty/student schedules (in Senior Systems).
- Update and prepare division-specific information: handbooks, directories, calendars, etc.
- Coordinate Senior Commencement events: invitations, venue, senior dinner, Baccalaureate, prom, etc.
- Coordinate other meetings as assigned or approved by the HOUS.
- Distribute transportation passes, work permit information, and US PSAT and SAT test information.
- Assist college office with mailing materials.
- Answer phones.
- Serve as liaison to parent/guardian body.
- Get messages to students and faculty.
- Greet visitors and maintain a neat and clean Upper School reception area.
- Maintain an orderly, neat, and clean USAA space and the organizational system for Upper School and USAA files.
- Maintain and order supplies, and provide guidance and support for faculty ordering supplies.

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- Maintain the Lawrence Street conference room calendar.
- Maintain the Lawrence Street campus and serve as liaison to the Facilities and Maintenance departments and submit work request tickets when necessary.
- Serve as liaison to cafeteria for the ordering of refreshments for division/US PAT events.
- Maintain supply of forms for faculty use.
- Photocopy petty cash, check requests, sub timesheets, and end-of-year orders and submit to the business office.
- Serve as fire drill “Sweeper.”
- Carry out general clerical duties: type, file, copy, fax, digitize, and pick up and distribute mail, communications, etc.
- Perform other duties as assigned.

Reports To: Head of Upper School

This position is a full-time position with work during portions of school breaks including the summer months.

To apply, please send a cover letter describing your experience and interest, a curriculum vitae, and a list of three references to Lisa Arrastia at usaa@brooklynfriends.org. Only electronic applications will be accepted. Applications accepted until position is filled.

Decision-Making Mode

This position will be processed using Mode 2 in the [“Five Decision-Making Modes”](#) adopted by Craig Sellars of Friends Central Schools in 2013.