



The Assistant Administrator (“Assistant”) works in conjunction with the Head of School (HoS) and the Director of Admissions (DoA) to provide administrative support to the school, programs and the staff. The Assistant reports directly to the HoS and is professional, responsive, and represents the culture of the school.

Listed below are some of the specific duties and responsibilities of the Assistant:

I. Parent Communication

- responds to daily emails and telephone calls from current parents
- composes and distributes weekly office newsletter via MailChimp
- reviews and sends out classroom newsletters via MailChimp
- composes and distributes field trip permission slips
- sends tuition, camp and late pick-up data to HES and ensure accurate account set-up, billing and updated files for families
- creates and distributes Doodle polls for parent observations and conferences
- updates and distributes the Family Directory (semi-annually)
- maintains email distribution lists in MailChimp, Paperless Post, DocuSign and GoDaddy

II. Human Resources

Payroll:

- gathers payroll documents from staff biweekly
- processes biweekly payroll; adds personnel and adjusts salaries, deductions and hourly rates as needed
- processes 401(k) contributions following each payroll

Staffing:

- provides staff members with substitute coverage and/or coordinates with staff to ensure appropriate student-teacher ratios
- tracks staff absences
- manages staffing patterns
- vets, interviews and orients potential substitute teachers
- maintains employee files for annual licensing inspection to include credentials, clearances, health records, documentation of professional development and annual reviews
- completes evaluations and references for substitutes
- supports the HoS in advertising, hiring, and orienting new staff members
- takes minutes of staff meeting and distribute to entire staff

Benefits:

- informs eligible staff of benefits available and explains benefit details to the staff
- administers benefits, including 401(k), health insurance, dental insurance, TransitChek and FSA
- tracks benefits data for financial purposes

III. Financial

- processes accounts payable
- processes and make bank deposits (tuition, application fees, charitable gifts, etc.)
- sends donor acknowledgements letters
- downloads and distributes monthly bank transactions into Quickbooks



- reconciles bank account in Quickbooks
- maintains binders and files for bank accounts, receipts and accounts payables
- supports the HoS in preparing documents and reports for the school's annual financial audit
- purchases classroom, office and maintenance supplies based requests and supply levels in accordance with the annual budget
 - maintains a weekly inventory and replenishes office and cleaning supplies
 - maintains an inventory for classroom supplies and equipment
 - maintains an inventory of supplies for annual school events

IV. Student Records

- maintains student files and oversees receipt of enrollment paperwork
- distributes required re-enrollment documents
- creates weekly attendance sheets
- conducts semi-annual reviews to ensure that student records are current and comply with licensing regulations
- maintains a school-wide database containing comprehensive electronic files for total enrollment
- manages requests for student records from other schools where Clementine students have applied
- maintains record of student fire drills

IV. Events

- coordinates with staff and at times with the Parent Association in the planning and execution of all school events
- maintains and orders supplies for events
- ensures that all events are properly advertised and communicated in advance, via newsletters, Paperless Post, and social media

IV. Marketing

- makes weekly updates to the website, including adding events and pictures with input from board and staff
- coordinates with developer in maximizing the functionality of the site
- maintains a thorough and well organized database of pictures, gathering from staff members and parents

V. Support Roles

- acts as the liaison between the school and the parent association
- works with HoS and DoA to plan camp trips and visitors
- works with the HoS in the preparation and distribution of board materials
- works with the DoA to distribute required enrollment documents to new families
- works in conjunction with the DoA to administer the social media calendar
- works with teachers with the implementation and maintenance of Transparent Classroom