

Job Description and Duties:
Administrative Assistant

Employ a warm, collaborative, dedicated, and hardworking personality. Highly responsible, dependable, organized, self-motivated, and professional. Exhibits great time management skills. Salary based on an average of a 40 hour work week. Must be on time and fulfill all responsibilities.

Assist the school director in duties including but not limited to enrollment procedures, record keeping, extracurricular events, fundraising/grants for The Creative Kids Scholarship Fund, maintaining inventory of classroom supplies.

Friendly communication with parents and general community through face to face interactions and answering phone calls as a representative of our school.

Flexible in day to day duties and assisting in all aspects of the school including but limited to assisting the chef to deliver and retrieve snacks/lunches to classrooms, assisting in the classrooms, or subbing in a class in a teacher's absence.

Occasional obligations outside of the school hours may be required.

Professional Development is highly valued at our school as we seek continual growth.

- Invested interest and ownership of research and knowledge as it pertains to our profession and our school
- Twelve professional development clock hours required by the state of Missouri.

Dress code includes clothing that allows you to be active and involved, but maintains a professional appearance. No holes, rips, or tears should be present and clothes should be well fitting. Leggings are not acceptable unless worn with a long shirt/dress. Low cut shirts are not acceptable and shorts/skirts must be below the fingertips in length. Shirts with inappropriate graphics or text are not acceptable. Footwear inside the building includes socks or indoor slippers as we remove shoes within the classroom. We go outside in all weather so you should be prepared with proper attire including rain jacket, boots, snow attire, sun protection, etc.

Will obtain background check, medical exam, food handlers card, and CPR/First Aid certification prior to employment. The Atelier School will reimburse for expenses accrued for background check, food handlers card, and CPR/First Aid certification.

Benefits: 12 month salary with paid holidays and school breaks, Health Insurance, Sick/Personal Leave, IRA contributions, 50% Tuition discount for enrolled children, Professional development opportunities.