



The Children's School · K - 8

School Office Administrative Clerk

Salary: starts at \$35,000/year

General Position Description: Under the direction of the school's two administrators, support the administrative functions of a small, independent, progressive education elementary school in Oak Park, IL.

Hours: 8:30 a.m. – 4:30 p.m. weekdays, August through June. Two days per week in July. Includes attendance at some events that happen outside of school hours.

The Children's School - Who We Are

At *The Children's School*, you'll be part of a community of educators and support staff who believe in child-centered, hands-on learning that nurtures students' academic, social, and emotional selves. We are committed to justice-oriented teaching and learning within an equitable, democratic community.

We look for team members who emanate optimism, share feedback to solve problems, reflect on how their actions impact others, and take ownership over creating the culture they want to show up to each day.

Our work in the office is to support teachers so they can best attend to their students and classrooms, and to support parents and children in their interactions with the school. The office has a strong customer service focus, emphasizing friendliness, efficiency and professionalism.

At *The Children's School*, we believe that education will be stronger and better when our administrative team's identities mirror the full diversity of human experience. Hence, we strongly encourage applications from people of color, LGBTQIA+ persons, and members of marginalized communities.

Essential Job Functions

- Be the welcoming "face" of the school, both in person and on the phone, for parents/guardians, students and guests.
- Respond to inquiries from students, parents/guardians and the general public concerning school operations and activities.
- Successfully and professionally field questions from the public and parents about progressive education and the school's programs.
- Maintain the record-keeping systems of the school in support of student application and enrollment processes, attendance, student programs (i.e., hot lunch, before care, after care), student files, fund-raising efforts, personnel, purchasing, and communications, among others.

- Serve as the point person for mailing, inventory and supplies ordering/tracking, equipment maintenance and on-site errands. This includes assisting teachers with special requests (e.g., calling a parent), or attending to an ill child (e.g., applying a band-aid or taking a temperature).
- Provide excellent customer service to all audiences, including students, parents/guardians, visitors and vendors.
- Compose correspondence and reports using appropriate spelling, grammar, punctuation and vocabulary.
- Participate in select staff development and school events as required, including during non-school hours.

Note: The above statements are intended to describe the general nature of work being performed. They are not intended to be an exhaustive list of all duties and responsibilities.

Training and Experience

- Graduation from high school (or GED equivalent) required. Bachelor's degree preferred. *Educational environment work experience a plus.*
- Demonstrated fluency in and comfort with word processing and spreadsheets (MSWord/MSExcel and Google suite) required.
- Comfortable using and maintaining general office equipment.
- *Demonstrated experience with student record management and/or donor management software a plus.*

Knowledge, Abilities, and Skills

- Organized, efficient, and have strong problem-solving and prioritizing skills
- Strong communications skills – written and verbal
- Demonstrated high personal integrity to maintain confidentiality
- Demonstrated ability to take initiative and work independently
- Strong work ethic and a positive attitude
- Manage stressful situations in a calm way
- Complete work amid interruptions
- Comply with schedules and meet deadlines
- Pass required background check
- Complete First Aid and CPR certification

The Children's School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. The Children's School does not discriminate on the basis of race, color, sexual orientation, gender identity or expression, religion, or national or ethnic origin in administration of its educational policies, hiring policies, admissions policies, financial aid program, or any other school-administered programs. (Approved January 2017)

To learn more about TCS, visit: www.TheChildrensSchool.info. If interested in applying, please send a resume and cover letter to admin@tcsconnect.org. Process may include screening interview (Zoom), visit to TCS, and in-person interview with Hiring Committee.