



North Seattle French School (NSFS) - Office Assistant School Year 2022-2023

Come join our international team of teachers and staff. North Seattle French School is a French bilingual and community school in Seattle, incorporating the best of both worlds: the academic rigor of the French curriculum and the U.S student-focused teaching style. We emphasize project-based learning, creative thinking, problem solving, and social-emotional learning. Bring your creativity and passion for education and help us in our mission to cultivate a community of globally minded independent thinkers through bilingual education.

Job summary: Perform a variety of office duties to assist students, staff, and parents.

Position: Part-time

Start date: July 11, 2022

Hours: Monday-Friday, 4-5 hours a day (plus regular meetings and some events (weekends or evenings).

Salary is dependent on experience and qualification; benefits (health, dental, vision, retirement) are available.

Report: Operations Manager.

Job responsibilities include but are not limited to:

Administration

- Be primary point of contact for students, staff and parents
- Support smooth daily operation of school
- Answer and direct all incoming phone calls/Emails
- Maintain Student Files (immunization records, academic, behavioral, medical, etc); create hard copy for each child
- Act as school nurse administering first aid and medication as necessary
- Maintain OSPI paperwork (teacher certifications, yearly OSPI renewals)
- Support Head of School and Operations Manager in daily administration
- Provide office coverage during breaks or summer vacation (will be coordinated depending on school closures and staff schedules)

Communication:

- Maintain Family Contact Directory
- Maintain and update yearly school calendar including holidays, breaks and school events
- Be familiar with general school logistics and procedures (admissions process, classroom budget, etc.) in order to be able to answer questions from teachers and parents
- Schedule weekly staff meetings and assist Head of School in assembling agenda and disseminating meeting minutes

Curricular Logistics

- Keep accurate attendance records for all students
- Responsible for ordering classroom and office supplies
- Manage book clubs orders
- Coordinate, arrange and organize field trips including transportation
- Coordinate Fall/Spring Parent/Teacher Conferences using SignupGenius
- Report cards – Coordinate report card schedule and due dates.
- Distribute student transcripts when requested

Ad hoc requests as requested and agreed upon.

Qualifications

The Office Manager must have a minimum of 2-4 years experience, 2 years experience in a school, and be fluent in French is a plus.

In addition the Office Manager must have:

- Very strong organizational and communication skills
- Ability to work individually and as a member of a team
- Detail oriented
- Proactive and take initiative
- Flexibility and ability to adapt
- Exhibit leadership and problem solving skills
- Technology skills (Google Drive, Office Suite)
- Attended a first aid class before the start of position
- Skill and ability to communicate both verbally and in writing with all individuals in a professional and courteous manner.
- Ability to exercise discretion and maintain trust and confidentiality.
- Ability to develop positive, amenable relationships with staff, students, and parents
- Knowledge and ability to successfully use basic math and write routine documents using correct spelling, grammar and punctuation.
- Skill and ability with operating office equipment, which may include: telephone, computer, calculator, copier, laminator and media equipment.
- Knowledge of and ability to use various software programs related to job responsibilities.
- Ability to complete multiple tasks simultaneously with frequent interruptions.
- Ability to maintain regular and punctual attendance.

To apply, please send a cover letter, a resume and three professional references to operations@northseattlefrenchschool.com

Applications that do not include these requested items will not be considered for the position.

No phone calls. North Seattle French School is a non-profit organization and Equal Opportunity-Affirmative Action Employer.