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# Front Office Secretary

## About Us -

Peace Valley is a young K-8 charter school located in the growing, bustling small city of Boise, Idaho. As the first Waldorf school in our area, we have the privilege to grow alongside our community and bring this wonderful form of education to families who would not otherwise have the opportunity to experience it. Our school culture is collaborative, vibrant, and growing to fill the needs of our unique community in Boise. We are strongly led by the Waldorf principles, and by our shared experiences and intuitions as educators. We are lucky to have an active parent body of dedicated folks who regularly volunteer at our school and are passionate about being involved in their children's education in a real way.

As a school, we at Peace Valley aim to bring forth healthy, confident, free-thinking, and self-directed children who are passionately engaged with education. We want to empower all of our students to contribute responsibly to the world and to appreciate the importance of peace, respect, and compassion.

## About the Position -

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

## Qualifications -

1. High school diploma or General Education Degree, preference may be given to applicants with college education
2. Basic secretarial training
3. Experience in receptionist or school office work
4. Knowledge of school activities, programs, and curriculum requirements
5. Knowledge of word processing, databases, spreadsheets, and reports
6. High level of competence in typing, filing, and general computer knowledge
7. Knowledge of automated office equipment and efficient office procedures
8. Strong telephone skills and ability to communicate effectively
9. Work well with students, staff, and the public
10. Work well under pressure and deadlines



11. Excellent analytical and organizational skills
12. Maintain confidentiality of staff and students

## Major Duties and Responsibilities -

### Interacting with Students and the Public

1. Receive and route incoming calls and correspondence
2. Sort, screen, and distribute incoming mail and process outgoing mail
3. Arrange meetings, prepare agendas, and handle followup activities as necessary
4. Assist, log in, and direct visitors to the school
5. Provide information about school enrollment and registration
6. Explain and advise patrons about school organization and functions
7. Distribute information and appropriate forms to parents, students, teachers, and the public, and collect and organize completed forms
8. Greet incoming children
9. Call parents as needed and relay information or concerns from students to parents, such as forgotten lunches, illness, and transportation home

### Records and Reports

1. Prepare such documents as reports, staff duty rosters, correspondence, handbooks, letters, student records, memos, and monthly statements as necessary to assist office staff
2. Compile and post information on standard forms
3. Using specific formats and systems, enter a variety of administrative data and review for accuracy
4. Maintain schedules and calendars
5. Assist with daily counts
6. Receive and account for petty cash and activity funds raised
7. Maintain staff directory and employee/teacher substitute lists for schools
8. Be responsible for routine clerical functions related to attendance, charts, and record keeping

### Miscellaneous Office Tasks

1. Maintain a well organized, uptodate filing system
2. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners
3. Be responsible for purchase order distribution
4. Maintain and update inventory records

### Other

1. Relieve other office staff during lunch breaks
2. Uphold and adhere to all school policies



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3. Keep immediate supervisor informed of activities and any issues that may arise
  4. Attend faculty meetings as required
  5. Assume responsibility for his or her continuing professional growth and development by attendance at inservices or trainings
  6. Seek assistance should emergencies arise
  7. Represent the school in a positive manner
  8. Know and follow school policy and chain of command
  9. Perform other duties as assigned

### How to Apply -

Please complete the online application [here](#). Have digital copies of your cover letter and resume prepared to upload. If you have any questions about this application email [employment@boisewaldorf.org](mailto:employment@boisewaldorf.org)