



Front Office & Elementary School Assistant

Summary

The Elementary School Assistant is responsible for providing a welcoming experience to all who enter or contact the Riverstone International School, attend to basic Elementary School student health needs (band aids and lost teeth), serve as an information hub, and provide administrative assistance to Directors and the Head of School as requested. Most importantly, we are looking for someone with can-do initiative, an upbeat attitude, and a strong sense of personal responsibility. Proactive collaboration and a commitment to quality work are essential to being successful at Riverstone International School.

Employment Classification

This is a non-exempt, full-time position. This person will work 40 hours per week from 8:00am – 4:00pm. This person may work up to one week during the school's two-week spring break and winter break. The school is also closed one week in July and November as well for some federal holidays. See Faculty Staff Handbook for details. The Elementary School assistant reports to the Elementary Director.

Job Description and Responsibilities

- Serve as the primary receptionist and point of contact for the school and Elementary School building
- Create and manage Spreadsheets
- Be able to operate; Excel, Google sheets, Google Docs, and other Google programs
- Student services including “band aid and tooth fairy duties” for our youngest students and daily milk and hot lunch delivery
- Support Elementary School attendance system for late arrivals and early departures
- Update school lists and ManageBac including our emergency text communication system
- Maintain IRIS-immunization records and field trip folders
- Assist with mailings, copies, daily mail sorting and administrative tasks as requested



- Assist with the ordering and distribution of Elementary School supplies
- Address technology issues in the Elementary School (printers, computers, copiers, software, postage machine) for resolution
- Maintain and update intranet with relevant information and documents
- General office support: manage ES lost and found, update television monitor, water plants
- Scanning receipts and sending them to the finance department
- Scheduling appointments for directors and staff members on Google Calendar.
- Administering medication to students who require it
- Facilitating Parent teacher conferences
- Delivering mail to staff members
- Or any tasks assigned by the Director of Elementary School

Skills and Experience

- Associate's Degree or higher
- Warm and welcoming demeanor; excellent interpersonal skills and ability to work with a diverse group of people, including students, parents, faculty and staff
- Ability to multitask and be flexible
- First Aid and CPR certifications (can be provided by school)
- Notary public commission in State of Idaho, or, willingness to obtain
- Technical experience required: word processing, spreadsheets, Canva or similar platform, phone systems and email

Physical Requirements

- Prolonged periods of sitting at a desk and working at a computer
- Must be able to lift up to 20 pounds at a time

Can-do initiative, personal responsibility, proactive collaboration, an upbeat attitude, and a commitment to professional growth and quality work are essential to being successful at Riverstone International School.

Management reserves the right to change or add to this job description at any time.

To apply, please send a cover letter and resume to careers@riverstoneschool.org.