



# MAY SANDS MONTESSORI SCHOOL

a public school of choice

1400 United Street, #110, Key West, FL 33040

Tel: 305-293-1400, EXT. 53418

## **Administrative School Support/Reception & Records Coordinator Description**

The Administrative School Support works directly with the Principal and Administrative staff to ensure smooth daily operations. This position requires an organized individual with good interpersonal skills, skilled in Microsoft software (to include Word, Excel, Publisher and Outlook), overall office knowledge and, basic knowledge of the Montessori method.

- ✓ Maintain prompt and courteous communications with Board Members, staff, parents and community at large.
- ✓ Maintain up to date school directory of phone numbers, email and street addresses in FileMakerPro, FOCUS, Transparent Classroom, Remind101 & Smore
- ✓ Answer office telephone, retrieve and relay messages
- ✓ Record attendance & late arrivals in FOCUS
- ✓ Maintain Student files in the an orderly & efficient manner, including student cumulative files as the MCSD requires
- ✓ Scan student documents into the students electronic file system, File Bound
- ✓ Manage visitor/volunteer activity in RAPTOR, including scanning of IDs upon entry and following up with volunteers to ensure profiles are complete.
  - Maintain list of school volunteers, ensuring proper documents are on file and up to date
  - Record and report family service hours, monthly
- ✓ Send update letters regarding Contract of Commitment Status to families
- ✓ Serve as liaison between staff and District for facility maintenance; coordinate facility repairs and schedule simple maintenance as directed by Principal
- ✓ Distribute classroom handouts
- ✓ Schedule & coordinate Safety Drills in ERIP, and coordinate fire drills with Barnes Alarm.
- ✓ Work with SSO & MCSD School Safety & Security
- ✓ Submit daily lunch orders to MCSD
- ✓ Work with Principal to prepare for Lottery. Record results, send notices of acceptance, non-acceptance and waitlist status as directed by Principal
- ✓ Supervise students seated at front desk as needed
- ✓ Maintain a tidy front desk area
- ✓ Maintain confidentiality
- ✓ Provided coverage in classrooms is needed
- ✓ Any other administrative support as directed by the Principal and Board of Directors.

I have read and received a copy of this Job Description \_\_\_\_\_ Date \_\_\_\_\_