



## **Administrative Assistant for White Mountain Waldorf School**



### **HISTORY OF THE SCHOOL**

In the winter of 1984, a small group of parents and friends in the Mount Washington Valley recognized that a meaningful education is dedicated to awakening the faculties that lie dormant within each child.

One member of this original group of parents, Dr. Michael Glick of Ossipee, was familiar with the Waldorf School Movement which was initiated by Rudolph Steiner in 1919 and is based on the conviction that a truly holistic pedagogy should encompass the education of the heart, hands, and mind.

Dr. Glick arranged to have several trained and experienced Waldorf teachers travel to the Conway area. Over a period of many months these educators gave talks and workshops about Waldorf Education. Naturally, the question of how to start a Waldorf School came, and the dedicated group of parents and families were inspired to begin the White Mountain Waldorf School.

Within a year, an Early Childhood Program serving 15 children had been developed. Through an energetic spirit and an abundance of love and enthusiasm, the school has grown to over 75 students.

Officially founded in 1984, the White Mountain Waldorf School is a nonprofit school, located on a 75-acre campus in Albany, NH offering programs from nursery through Kindergarten, elementary, and middle school through grade 8.

Creativity and a desire for learning through an education that balances academic, artistic and practical life skills are instilled and prioritized. Teachers serve and develop each child's ability to think with clarity, feel with compassion and act with purpose and social responsibility.



## MISSION

The White Mountain Waldorf School instills creativity and a desire for learning, cultivates social responsibility and personal integrity, and supports the home and greater community.

## SCHOOL STRENGTHS AND CHALLENGES

As with any dynamic and evolving institution, White Mountain Waldorf School enjoys strengths and confronts challenges. The school's faculty is extraordinary and employee retention is high. The academic and extracurricular programs are well developed and strong. Students rise from our Grade 8 and succeed in the most rigorous programs at public and independent high schools across our region and beyond. The school's efforts will benefit from increased funding, targeted communications, outreach and consistent messaging that effectively tells the powerful story of a modern Waldorf education in an often-chaotic society. The school has developed an educational program that receives positive reviews from the families it serves. But there is more to be done, especially at the early childhood levels. Funding for the program should be increased and resources expanded. A concerted and sustained effort in this realm will continue to be a priority.



## POSITION

The Administrative Assistant has a range of responsibilities, primarily to provide support to the Business Administrator and the Pedagogical Administrator. The Administrative Assistant also assists the faculty, students and parents as needs arise. Phone calls and personal interactions are a first priority, yet the assistant is also assigned a number of weekly and daily responsibilities around school logistics, records, attendance and other office functions. The assistant also helps coordinate communications, directing parent questions and concerns to appropriate school personnel and passing on important information to the school's Administrator's. The Assistant needs to be on site during school hours.

### **Skill Sets Required:**

- Associate's or other degree in business preferred, or three or more years of related experience
- Excellent verbal and written communication skills
- Excellent organizational skills
- Excellent attention to detail
- Knowledge of standard administrative office practices and procedures
- Knowledge of health and safety compliance requirements
- Ability to multi-task in a busy office environment
- Ability to remain calm in the face of a multitude of competing requests and deadlines
- Ability to handle sensitive and confidential information
- Proficiency in standard software applications (spreadsheets, databases, desktop publishing, accounting, word processing, web site editing and email), and general office machinery
- Strong understanding of Waldorf education
- Strong desire to model collaborative and servant leadership
- Ability to balance the needs of students, faculty, board, and parents

### **Qualifications:**

- Reliability and punctuality
- Excellent writing skills
- Excellent professional boundaries
- Ability to prioritize and multi-task
- Two-year Associates degree with business management experience
- Marketing, Enrollment, and Social Media experience a bonus

### **Primary Responsibilities:**

### **OPERATIONS:**

- Meet and greet guests and visitors.
- Answer phones and deliver messages starting at 7:30am.
- Provide First Aid assistance for students.
- Provide logistical help for students, guests, and parents.

- Create, modify, stock, and distribute school forms and documents for staff and faculty.
- Perform general clerical duties, including but not limited to photocopying, faxing, mailing and filing.
- Maintain hard copy and electronic filing system.
- Know, maintain and uphold all school policies and procedures.
- Assist with monthly fire drills.
- Perform various maintenance duties as required.
- Assist teachers on playgrounds or in classrooms as requested.
- Perform data entry as needed.

**COMMUNICATION:**

- Assist with maintaining and updating the school website and social media presence.
- Create and distribute a bi-monthly school newsletter.
- Publish and distribute school calendars for all school-related events and meetings.
- Facilitate communication among the parents, faculty, staff, and board.
- Present warm, welcoming atmosphere to public and prospective parents.
- Prepare group emails to school families with school events information.
- Maintain and update all school bulletin boards.
- Prepare exit interviews for mailing when families leave the school.
- Update and distribute the school directory.

**DEVELOPMENT AND FUNDRAISING:**

- Prepare and send off Box Tops and cartridges.
- Assist with logistics of smaller school fundraisers.
- Assist office staff as needed with business-hours administrative support for larger events and school fundraisers.

**ENROLLMENT:**

- Assist with the enrollment process by pre-packaging enrollment inquiry packets and promotional materials.
- Prepare student transcripts and records for school transfers.
- Assist with re-enrollment process as needed, preparing packets for returning and new families.
- Prepare handbook packages for new families.
- Assist with preparing, proofing, printing and distribution of marketing materials, posters, etc...

Evaluation Process – This position will be evaluated bi-annually by the Administrators.

TO APPLY: Please send a letter of application, three written references from people familiar with your work, and a short autobiography with your resume. Please email your information to [wmwsjobs@gmail.com](mailto:wmwsjobs@gmail.com), or mail to  
White Mountain Waldorf School, PO Box 1069, Conway, NH 03818.