



Position Title: **Experiential School Administrative Assistant/Receptionist – Temporary Full Time (Long term Substitute)**

Reports To: Head of The Experiential School

Position Purpose: Provides receptionist and general office support to the school

Essential Functions

- Supports Head of Experiential School as directed
- Supports the preschool's Director of Program Operations as directed and assists with Licensure Compliance (PCLB)
- Operates the Experiential School phone system; answers all calls in a courteous manner, answers questions or directs calls to the appropriate party, takes messages and provides information and assistance to callers
- Professionally greets and assists staff, parents, students, prospective students/parents and visitors following appropriate security procedures
- Assists with dismissal duties, including carline
- Maintains the office/building appearance and maintains office supplies.
- Liaison with Students, Shorecrest Community Association, SAGE Dining, School Offices, and Maintenance
- Assists with the management of Faculty attendance through the designated system
- Enters medical data into Shorecrest database
- May perform other duties assigned by the Head of The Experiential School

Qualifications

- High school diploma or GED and a minimum of six months previous experience in an equivalent position or equivalent amount of relevant training and experience
- Ability to apply common sense understanding and to carry out instructions furnished in written or oral form. Ability to ascertain which people may need immediate assistance and to act accordingly
- Must demonstrate competency with the Google Workspace for Education and word processing applications
- Ability to use basic office equipment
- Ability to communicate effectively with all constituents in a school environment
- Proficient in using web based tools
- Supports Shorecrest's Mission and Core Values
- Possess or acquire specific training as required by Pinellas County Licensing Board

Physical Requirements and Work Environment

- Able to work in a highly involved and busy environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- Regularly sit, talk, hear and to visually intercept visitors
- Able to occasionally lift up to 30 lbs.
- Trained with basic first aid and child CPR
- Regularly use close and distance vision
- Work at a desk and computer screen for extended periods of time
- Turn, bends, reach and occasionally use a ladder
- Work in a traditional climate controlled office environment

Interested candidates may email a cover letter, resume and [completed Employment Application](#) to ahollenbeck@shorecrest.org.