



Job Description: Administrative Assistant/Receptionist

Northwest School for Deaf and Hard-of-Hearing Children (NWSDHH) is seeking an Administrative Assistant/Receptionist. This is a full-time position eleven months each year (late August – mid-July). This individual works closely with a wide range of staff and reports to the Senior Manager of Operations.

For 35 years, NWSDHH has been a leader in education for children with hearing loss. Located in Shoreline, WA, we believe when families and children have the right support, Deaf and Hard-of-Hearing (D/HH) learners are set up to succeed in school and throughout life. Our mission focuses on: grade level achievement; English proficiency; and oral communication and listening skills. We are committed to helping deaf and hard-of-hearing children become self-confident, academically competitive learners, and engaged community members. Our educational programs include: birth to three, preschool – eighth grade, and school district support.

I. General Position Summary

The Administrative Assistant/Receptionist position is vital to the everyday operations of NWSDHH. The individual in this role acts as the main point of contact for families, visitors, representatives of schools/districts that NWSDHH has established relationships with, and the deaf community at large. The Administrative Assistant/Receptionist provides a high level of support to all staff members through a variety of channels on a daily basis.

II. Duties and responsibilities:

Reception/Front Desk (50%):

- Answer phones and take messages
- Greet and assist all visitors and students
- Coordinate district transportation for students
- Assist students with loading/unloading from buses before and after school each day
- Assist staff with communications to families throughout the day (i.e. calls to parents for sick/injured children, etc.)

Administrative Assistant (45%):

General School Operations Support

- Update and maintain student files and data
- Update all family, staff and district rosters and lists
- Coordinate and schedule meetings with Districts, NWSDHH, and parents for IEPs
- Mail and file report cards and IEPs
- Copy Staff Extra Pay Sheets for monthly payroll
- Order and inventory school supplies, text books, etc.
- Coordinate student supplies list
- Coordinate use of interpreters (Spanish, ASL, etc.)
- Coordinate Seattle Children's Theatre tickets
- Assist with enrollment packet preparation and distribution
- Assist Parents' Club with "Pizza Friday" participation numbers and weekly logistics

- Assist with Snow Day Procedures
- Coordinate Bus Driver Appreciation Day
- Manage and distribute Dolphin Delivery (weekly mailing to families)
- Organize mailboxes
- Provide occasional administrative support for Leadership Team

Facilities Support

- Vans- manage schedule for use, provide occasional support to pull vans into and out of garage/parking spots as needed
- Assist with planning space and set up for special events held at NWSDHH
- Serve as backup for Facilities requests as needed

Other Duties (5%):

- Attend meetings, trainings, and duties, as shall be assigned by the Senior Manager of Operations or Head of School.
- Provide support as outlined by the Head of School for Open House, the End-of-the-Year Program, Special Guest Day, Optimist Oratory Contest, and others as requested by the Senior Manager of Operations or Head of School.

III. Supervision (degree of supervision needed and positions directly supervised):

This position works independently, requiring little supervision by the Department Director. This position does not directly supervise any other staff.

IV. Confidentiality (level of exposure the position has to confidential information):

This position will have access to and knowledge of personal information for students and their families.

V. Specifications of education, knowledge and skills needed to perform job duties:

- Experience in a school setting providing support to all staff in an administrative capacity
- Experience in a receptionist role, particularly in a high volume intake location
- Ability to perform in a professional manner and maintain confidentiality at all times
- Ability to manage time and prioritize workload effectively
- Understanding of appropriate response times to inquiries from families, staff, etc.
- Excellent verbal and written communication skills
- Ability to work well with others and facilitate open communication with a “team” focus
- Environment is one that is susceptible to unanticipated events that arise at any time.
Therefore, flexibility and ability to adapt to these events is necessary.
- Ability to manage time and prioritize workload effectively
- Proficient in use of Microsoft Office Suite; particularly Word and Excel
- Basic Sign Language knowledge and/or willingness to learn

Salary & Benefits

\$33,000 – \$37,000, very generous paid time off, health/dental/vision insurance and retirement account.

How to apply

Please email a cover letter, resume and three references to Tonya Fuqua, Senior Manager, Human Resources & Operations, t.fuqua@northwestschool.com.