Title: Administrative Assistant to the Head of Middle School  
Reports To: Head of Middle School  
Status: Full time, Non-Exempt, 10-month employee  
Start Date: Late March/April 2022

ABOUT MASTERS:
The Masters School ([www.mastersny.org](http://www.mastersny.org)) is a premier coed day and boarding school that engages 5th – 12th grade students with a challenging academic program in a welcoming learning environment. Located on 96 picturesque acres overlooking the Hudson River, The Masters School community takes advantage of both its access to the tri-state area and its proximity to the rich cultural and educational magnet that is New York City. Students benefit from the resources, diversity and activities of Masters 7-day campus and accessible, talented faculty and staff. From our exceptional academics and outstanding visual and performing arts program to our championship athletic teams, the Masters learning experience prepares students for success in college, career and life.

MISSION AND BELIEFS STATEMENT:
The Masters School celebrates active participation, deep understanding, and meaningful connection. A community of diverse individuals, we gather to learn, to strive, to dare, to do – to be a power for good in the world.

In addition, The Masters School seeks employees committed to the work of advancing equity and social justice in the school community and beyond. A community of diverse individuals, we celebrate both our differences and our similarities, and we embrace a broad definition of diversity that includes but is not limited to age, race, ethnicity, gender, ability, religion, sexual identity and socioeconomic status. Masters seeks diverse candidates to serve our student body, and we expect all employees to engage in the work of inclusion as a critically important aspect of working in our school setting.

SUMMARY:
The Administrative Assistant to the Head of Middle School is responsible for working directly in an administrative support role to the Head of Middle School and provides support to The Masters School administrative team as needed. This position also provides front office support including, but not limited to answering phones, taking messages, directing calls, coordinating general middle school office operations, and greeting and attending to school visitors, parents, staff, and student requests.

Key Responsibilities:
- Greet and receive students, school staff, and school visitors
- Answer incoming phone calls, emails, take messages, and direct calls and messages as appropriate
- Gather and report daily student attendance through the Learning Management System. Follow up with families when there are unreconciled student absences.
- Maintain Head of Middle School’s calendar and schedule appointments and/or interviews
- Coordinate Middle School overall student/parent/faculty calendar with Head of School’s Office and whole school calendar
- Order books and supplies for faculty and classrooms
- Maintain receipts and reconcile office credit card charges
- Organize main office, middle school lobby area for appearance, efficiency and safety
- Assist with the coordination of Middle School events (i.e. Halloween, Graduation, end of year award ceremony etc.)
• Collect mail from mailroom
• Assist with the distribution of student/parent/faculty communication/materials
• Additional related duties as assigned

Qualifications:
• A high school degree is required. College level course work is preferred.
• Excellent communication and customer service skills; establish and maintain cooperative working relationships with others
• Friendly, approachable, and prudent and appropriate in interactions with all members of the community: faculty, employees, visitors and, especially, students
• Prefer work experience in a school setting
• Microsoft office and Google suite skills and proficiency
• Ability to work independently in the absence of supervision
• Ability to work occasional evenings and/or weekend days

HOW TO APPLY:
To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, 3 references and salary requirements via email to careers@mastersny.org (Adobe® PDF format preferred) and include “______________” in the subject line.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

BACKGROUND SCREENING:
The Masters School conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

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The Masters School is an equal opportunity employer. It has been and will continue to be the policy of Masters to be fair and impartial in all of its relations with its employees. Our employment decisions are made solely on an individual’s ability to perform the job. In accordance with federal, New York State, and Westchester County law, Masters does not discriminate on the basis of actual or perceived differences, including those based on race, color, religion, ethnicity, creed, age, national origin, alienage or citizenship status, familial status, gender and gender identity, pregnancy, marital or partnership status, sexual orientation and disability, sexual and reproductive health decisions, or toward victims or those perceived to be victims of domestic violence, sexual abuse or stalking, as well as any other status protected under federal, state, or local laws. For the purpose of addressing sexual and reproductive health decisions, the Masters School will not access an employee’s personal information regarding his or her reproductive health decisions without written consent and in accordance with applicable law. Retaliation based on any of the above protected characteristics is absolutely prohibited.

In addition, all employees are required to abide by and support our students in following all of the health and safety protocols we have in place during the pandemic including vaccination mandate, mask wearing, physical distancing, symptom tracking etc.

12/27/2021