

Other Duties

- Assist in and support school wide events
- Create school materials in Canva
- Manage school communication app (Thrillshare/Apptegy)
- Liaison for Parent Community Organization
- Assist with management of MailChimp—communication tool for PCO
- Ensure marketing materials are stocked/ordered as needed
- Provide back-up coverage for Front Office Manager
- Participate in drop-off, pick-up, all safety drills and lunchroom duties as scheduled/assigned.
- Perform any other duties that may be assigned by the administration.

Physical & Mental Demands

Work is performed in an office environment and requires the ability to sit for periods of time, operate standard office equipment and keyboards. Must have the ability to lift and carry small/medium size packages and other items, to walk short distances, and drive a vehicle to deliver and pickup materials.

The employee is occasionally in outdoor weather conditions.

Job descriptions are not meant to be all inclusive and may evolve and change. The school reserves the right to modify and/or change job duties with written notice to staff.

This job description does not constitute an employment contract, and all employment with the School is At-Will.

By signing below, you acknowledge receipt of your duties & responsibilities.

Employee Name (please print)

Employee Signature

Date