



Assistant to Middle School Director

\$38-45,000/ year

Sinai Akiba Academy is seeking a highly motivated, energetic, reliable individual with a strong work ethic to work as an assistant to the Middle School Director. The position performs a variety of administrative and operational tasks to maintain an effective and well-organized Middle School. This position serves as liaison to the Middle School as a representative of the school to employees, parents, students, colleagues at other schools, and the general public. Candidates must be able to interpret, transmit, and apply established rules, procedures, and policies. This job requires initiative, problem-solving skills, independent judgment, strong attention to detail, and advanced organizational skills.

Major Responsibilities:

- Assists the Middle School Director in all areas with particular emphasis on scheduling, high school placement for graduating 8th grade families, database management, and helping to plan graduation
- Schedules meetings/appointments and assists with school day planning; prepares materials, attends and participates in meetings as required and may take minutes or conduct related tasks.
- Maintains accurate and detailed calendar of events, due dates, and schedules as they relate to the Middle School office or assigned projects to ensure proper tasks and activities occur as scheduled.
- Types a variety of materials including memos, forms, correspondence, graphic/presentations, newsletters, expense requests and purchase orders from established guidelines, rough draft or verbal instructions.
- Establishes and maintains files, records, logs and systems relevant to the Middle School Director.
- Create and maintain a variety of tracking spreadsheets and databases to support assigned projects, both electronic and physical.
- Helps support Middle School teachers, including attending faculty meetings, parent-teacher conferences

- Receives and processes confidential/sensitive information with discretion and in accordance with established guidelines or legal standards.
- Answers telephones, takes messages, disperses information and/or directs callers to appropriate personnel.
- Support school committees. Types and/or revises approved meeting minutes, sends meeting notices with agenda and minutes of previous meeting to committee members, and maintains ongoing archival files.
- Assists with human resource administration and employee recruitment.
- Orders materials and supplies upon approval; maintains records of expenses.
- Performs other duties and responsibilities, as assigned.

Secondary Duties:

- Acts as relief receptionist; assists office personnel with projects or overflow work, as needed.
- Performs other duties and responsibilities, as assigned.

Employment Standards

Knowledge of:

- Effective office principles, practices, methods and procedures
- Proper telephone techniques
- Proper business letter formats, report writing, record keeping, and filing systems and related editing techniques
- Messaging, word processing, database, spreadsheet, and graphics/presentation software applications
- Proper English usage, spelling, grammar, punctuation, and vocabulary
- Basic mathematics and light bookkeeping

Ability to:

- Learn the operations, procedures, policies, and requirements of the Middle School Director, School, and Sinai Temple and applicable laws and effectively apply them with good judgment in a variety of situations
- Strong and independent decision making, following established procedures.

- Understand and carry out oral and written instructions without immediate supervision
- Perform a variety of simultaneous administrative secretarial/clerical support work with speed, accuracy, and frequent interruptions
- Compose, transcribe, type, edit, and distribute a variety of correspondence, memorandums, forms, reports, and department publications with clarity and precision
- Establish and maintain a variety of records and filing systems, both electronic and physical
- Prioritize and appropriately schedule workload or tasks to meet established deadlines
- Operate a variety of office equipment such as a calculator, copy machine, computer, printer, scanner and fax machine
- Effectively use email/Internet, word processing, database, spreadsheet, and graphics/presentation software application programs in the course of assigned duties and remain current with the advancement of office technology
- Communicate effectively and tactfully in both oral and written form
- Establish and maintain effective work relationships in the performance of required duties

Training and Experience:

Completion of a college diploma and any combination of training and experience that provides the required knowledge, abilities, and skills is qualifying.

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- Tech savvy and up-to-date with computer applications
- Outstanding organizational skills and time management skills
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- High-stress tolerance -- thrives in a high-pressure environment
- Autonomous/Independent -- enjoys working with little direction

- People-oriented -- enjoys interacting with people and working on group projects

Mission Statement:

Sinai Akiba Academy engages students in the joy and discipline of learning. We nurture a community of ethical, critical thinkers who, shaped by our evolving Jewish tradition, walk through the world with confidence and humility.

How to Apply:

Interested and qualified candidates should apply with a cover letter, updated resume, and at least two letters of reference. Sinai Akiba Academy is a PK - 8th Jewish day school in Los Angeles, just south of UCLA. We offer small class sizes, student-centered learning, and a highly collaborative faculty. For more information about our academic program, mission, and philosophy, please visit <https://www.sinaiakiba.org/>.

Sinai Akiba Academy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, sex, national origin, age, or any other characteristics protected by applicable state or federal laws.