

Academic Administrative Assistant

Reporting to the Division Heads, The Calverton School in Huntingtown, Maryland is seeking a full-time Academic Administrative Assistant for the 2024 - 2025 school year. The position is responsible for working closely to support the Division Heads and serving as a primary receptionist and first point of contact. The Administrative Assistant welcomes and directs visitors and prospective families to Calverton, manages school wide phone calls, supports office functions and hospitality, manages the substitute teacher pool to ensure classroom coverage, and assists in the setup of the afterschool programs.

Responsibilities and Essential Functions:

- Answer and direct telephone calls as needed.
- Monitor entrances. Must identify the person at the door prior to allowing entrance into the building.
- Accept deliveries and sort mail;
- Organize and maintain office and common area;
- Order and maintain supplies;
- Assist Division Heads with correspondence including letters to parents, flyers, permission slips, lunch orders, and school announcements, etc.
- Maintain the Substitute Teacher Pool and Classroom coverage for late/absent teachers;
- Assist with afterschool clubs/ programs across Divisions.
- Maintain school records such as attendance, enrollment packets, student report cards, etc.
- Assist students in absence of the School Nurse.
- Coordinate picture days for students and staff

Qualifications:

- High School diploma is necessary. Some college preferred but not required. One to two years of experience in an office setting preferred.
- Administrative and organizational skills are a must; knowledge of modern office practices, procedures, and equipment necessary.
- Computer skills are an essential part of the position and using Microsoft Word.
- Experience in dealing with children and parents are preferred.
- Collaborative and effective communication in working with students, teachers, administrators, and families.
- Must pass Federal and State background check along with MSDE Employment History Review

About The Calverton School:

The Calverton School is an independent, co-ed day school with a small residential program in which 325 students aged 3 to Grade 12 partner with dedicated teachers on a beautiful 150-acre campus in Huntingtown, Maryland. Our southern Maryland location enables Calverton to attract a diverse student

body from five counties to our learning community where students grow through a culture of respect, challenging yet well-rounded academics, and shared experiences. The Calverton School aims to instill in students intellectual curiosity, personal responsibility, and a strong work ethic to prepare them for higher education and citizenship in a democratic and global community.

Calverton seeks growth-minded professionals who will support our educational mission and values, who are committed to supporting the whole student, and who are excited to join and contribute to a small PreK-12th grade learning community. Calverton is committed to a diverse and inclusive community and seeks applications for all positions from candidates who will contribute to an environment in which all are valued and supported.

To apply:

Interested candidates should send cover letter, resume, and names of three professional references to Pam Brooks at pbrooks@calvertonschool.org.