Front Desk
- Create a warm, welcoming, professional first point of contact. Greet and assist students, parents, staff, and visitors to the school.
- Answer incoming phone calls, provide information and direct calls to appropriate individuals.
- Copy, file, and maintain paper or electronic documents and records.
- Open, process, and distribute all mail.
- Draft a daily check log and scan and email donations.
- Dispense medications to students. Manage medication tracking log for each student and update daily. Secure medication in locked cabinet.
- Check-in visitors and substitute teachers.
- General clerical duties e.g. filing, copying, faxing, data entry, postage, etc.

Student Management
- Monitor students when removed from classes for illness. Call parents and find appropriate space for students to wait.
- Monitor students removed from classes for disciplinary or counseling reasons to ensure student welfare. Contact an administrator or counselor as appropriate.

Attendance and Student Information
- Track attendance for each period and follow up with teachers who do not submit attendance.
- Write late slips and update our Student Information System.
- Enter vaccination records for incoming students and submit reports to the county.
- Update student information as changes are made throughout the year.
- Print and mail transcripts.

Administrative Support
- Assist the Administrative team and manage the Principal’s calendar.
- Support the Admissions Department.
- Support Summer School Administrators.
- Support in-house events.
- Other duties as assigned.

Qualifications
- Ability to keep information highly confidential.
- Excellent time management skills.
- Strong organizational skills. The ability to multitask and prioritize work in a fast paced environment.
- Attention to detail and excellent problem solving skills.
- Strong written and verbal communication skills.
- Hands-on experience with office machines.
- Proficient in MS Office and/or Google Workspace.

**Education and Experience**
- Minimum three years experience in a school or office environment.
- Bachelor’s degree preferred.

**Compensation and Benefits**
- Salary range is $40,000 - $42,000.
- This is a full-time, year-round position.
- Monday to Friday 7:45am - 4:15pm.
- Generous sick leave and vacation in addition to recognized holidays and school breaks.
- Medical, dental, life and disability insurance for all employees effective the first day of the month following the date of hire.
- Edison contributes 6% of the employee’s salary to their 401k after 90-days.

**Application Process**
Please send a resume and cover letter to employment@edisonhs.org.

Edison High School does not discriminate on the basis of race, age, marital status, sexual orientation, gender identity or expression, religion, creed, disability, uniformed service or veteran status, national or ethnic origin, or other legally protected status in administration of its education policies, other school-administered programs, or in the administration of its hiring and employment practices.