



JUNE SHELTON SCHOOL & EVALUATION CENTER

CAREER OPPORTUNITY

Position Title: Administrative Assistant, Middle School
FLSA Status: Non-Exempt
Position Type: Full-time
Reports To: Head of Middle School
Location: Dallas, TX 75248

About June Shelton School

June Shelton School & Evaluation Center enjoys the distinction of being the world's largest independent school for bright children with learning differences. Founded in 1976, Shelton is dedicated to making a difference by serving and empowering the lives of students who learn differently. While the school is clearly the centerpiece of its mission, Shelton is more than a school. It encompasses three other major components, all open to the community—a speech and language therapy program, an evaluation center, and a teacher-training program. Shelton is actively involved with research and collaborates with major medical institutions in the Dallas area, including Children's Medical Center and UT Southwestern Medical Center. The Shelton School is a co-educational, non-sectarian school that serves approximately 900 students with learning differences in grades EC to 12. The Shelton School is accredited by Independent Schools Association of the Southwest (ISAS).

Position Overview

Assists in daily operations of Middle School office. Perform various administrative tasks. Perform other duties as assigned by division head.

General Responsibilities

- Maintains good attendance. Because of the daily interaction with students and colleagues, attendance and punctuality are essential to the successful performance of this job.
- Be present to answer phone calls, greet and assist students, parents, staff members and any campus visitors during all school hours.
- Perform miscellaneous departmental duties as assigned by Middle School Administrative Assistant, Assistant Head, and Head.
- In Administrative Assistant's absence, covers daily duties.
- Maintain Middle School filing system, which includes correspondence, CUM files, testing and purchase orders.
- Monitor Middle School office and school supply inventories and place orders as needed. Organize and order supplies for Shelton notebooks.
- Keep an inventory of forms stocked for teachers' use throughout the year and replenish as needed.
- Provide detention hall supervision as needed.
- Pick up mail and distribute to appropriate mailboxes several times daily.
- Act as emergency substitute when needed; assist with soliciting and scheduling of substitutes.
- Distribute monthly calendars, menus, permission forms, flyers, and other correspondence to advisors.
- Assist with organization of in-house social events including purchase of food and set-up.
- Coordinate elective scheduling and other scheduling in RenWeb as needed.
- Assist with planning and coordinating of grade level trips and field trips.
- Maintain Applause form records and awards.
- Maintain permanent student files.
- Prepare non-custodial parent list.
- Maintain copy machine and paper supply for copiers and printers.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree preferred. High school graduate with working knowledge of computers required.
- Secretarial experience a plus.
- Must be sensitive to confidentiality of school files, programs, and students' files.
- Must have strong organizational skills, a self-starter, and motivated.
- Ability to work at times with limited supervision.
- Experience working with children with learning differences is preferred.
- Must have basic computer skills and technology including Microsoft Office Suite.
- Must have a positive attitude and strong interpersonal skills.

How to Apply

Please send resume and cover letter to: careers@shelton.org