

Health Office / School Office Assistant

Position opening for the 2022-23 School Year

Position Summary

The Health Office / School Office Assistant is the primary support for students in need of health services while on campus. Reporting to the Dean of Students and with support from the School Office Coordinator the Health Office / School Office Assistant is the primary point of contact to parents for health concerns and medication administration and plays an integral role in supporting the daily operation of the school as part of the School Office team.



Job Goals

1. Address student health needs on a daily basis, including medication administration.
2. Contact parents related to student health concerns.
3. Communicates individual health care plans to staff as needed.
4. Maintain and update student medical records.
5. Complete clerical tasks to support school-wide projects.

Required Qualifications

- Experience in a human services, non-profit or school setting.
- Demonstrated experience initiating and finishing projects with care, urgency and completeness.
- Embraces multi-cultural thinking and appreciates diverse perspectives.



Additional Preferred Qualifications

- Basic experience addressing small-scale medical needs in a school, camp or non-profit setting (i.e. medication administration, general sickness, etc).
- Five or more years of experience working in an independent school.

Key Characteristics: Dependable, organized, efficient and compassionate .

Terms of Employment: Full-time, 10 months per year (school year).



About our Organization

Springer School and Center is a caring community dedicated to supporting students diagnosed with learning disabilities and their families. Springer encompasses a School serving students in Grades 1-8 as well as a Center for providing education about learning disabilities to members of the broader community. Springer faculty and staff embrace the organization's mission and incorporate the core values of student growth/development, staff expertise/development, partnership, communication and stability in their daily work.

Anticipated start date: July 25, 2022

How to Apply

Qualified applicants should email a resume, cover letter and employment application (found on the Springer employment page) to employment@springer-ld.org. The subject line of that email should reflect the position title.

Springer School and Center considers all applicants for all positions without regard to race, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.