



**Title:** High School Office Assistant  
**Anticipated start date:** 8/1/2025

### About Springer

Springer School and Center is a caring community supporting students diagnosed with learning disabilities and their families. Springer serves the community through four pillars: Springer Lower School and Middle School (grades 1-8), Springer High School (grades 9, 10, 11), Springer Diagnostic Center, and Springer Learning Center. 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.

### Position Overview

We are seeking a dependable, organized, and personable individual to join our team as a High School Office Assistant. This role plays a key part in ensuring the high school office operates safely, smoothly, and efficiently on a daily basis.

### Key Responsibilities

- Serve as a primary point of contact for students, families, faculty, and staff, providing guidance and support with professionalism and care
- Manage incoming and outgoing communication across a wide range of stakeholders with urgency, discretion, and tact.
- Coordinate and support various school-wide events, athletics and activities.
- Collaborate with other staff to uphold a steady and well-functioning school environment.

### Preferred Qualifications

- Experience working in a fast-paced office, ideally within education, non-profit, or human services.
- Strong ability to prioritize tasks and exercise sound judgment.
- Demonstrated cultural competence; values diverse perspectives and experiences.

### Ideal Candidate Traits

- Reliable and responsible
- Detail-oriented and organized
- Friendly and approachable
- Technologically proficient
- Quick-thinking and resourceful

**Terms of Employment:** Full-time (5 Days per week) during school year with possible summer hours TBD.

**How to Apply:** Qualified applicants should email a resume, cover letter and employment application (found on the Springer employment page) to Tara Willig, Head of High School at [twillig@springerld.org](mailto:twillig@springerld.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.

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