



SUCCESS STARTS HERE



Title: School Office Assistant and Student Life Coordinator
Anticipated Start date: June 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 Summary

Springer School and Center is seeking a highly organized, proactive, and enthusiastic individual to join our team as a School Office Assistant and Student Life Coordinator. This dynamic role supports the daily operations of the school office while also leading student life initiatives that enrich the experience of our students.

KEY RESPONSIBILITIES

School Office Assistant

- Provide administrative support to the School Office Manager and the broader school team.
- Assist with day-to-day school office operations and special projects.
- Serve as backup receptionist, cross-trained in west wing office responsibilities.
- Support coordination and communication of family engagement activities.
- Other duties as assigned.

Student Life Coordinator

Oversee and coordinate various student life opportunities, including but not limited to:

- Student Council: lead the staff and students who are part of Student Council; plan and organize the events in conjunction with this team; plan and facilitate the Eagle Pride assemblies.
- After School Activities: coordinate and schedule the offerings, supervision, sign up, and payment for the after-school program, lead supervisor for those who are leading the ASA sessions, manage safety protocols during the ASA.
- Residency Programs for Unified Arts: Plan, coordinate, and facilitate the residencies offered each year. These include PE, Art, Music, Theatre, and Library.
- Collaborate with the Business and Development offices to track budgets.

Qualifications

- High school diploma required; associate or bachelor's degree preferred.
- Minimum of 2 years of administrative or program coordination experience, preferably in a school setting.
- Strong organizational, interpersonal, and problem-solving skills.
- Ability to manage multiple projects and deadlines with attention to detail.
- Enthusiasm for working with students and fostering community engagement.

Terms of Employment:

- August–May: Full-time, Monday–Friday, 8:00 AM – 4:15 PM (with 45-minute break)
- June–July: Part-time (2–3 days/week)

How to Apply

Qualified applicants should email a resume, cover letter and employment application (found on the Springer employment page) to Kelly Magill - kmagill@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.