



Title: High School Office Assistant
Classification: Non-Exempt
Reports to: Head of High School
Anticipated start date: ASAP

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, Springer High School, 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

The High School Office Assistant provides administrative, operational, and student support services to ensure the efficient day-to-day functioning of the High School office. Serving as a primary point of contact for students, families, faculty, and visitors, this position supports attendance management, student records, transportation coordination, school events, safety procedures, and general office operations while fostering a welcoming and organized environment that supports student success.

Essential Functions

- Serve as a primary point of contact for students, families, visitors, and staff by answering phones, greeting visitors, monitoring building access systems, and responding to routine inquiries.
- Maintain accurate student attendance records, including processing absences, tardies, early dismissals, attendance communications, follow-up calls, and attendance reporting.
- Manage student information within school information systems, including entering and updating student records, uploading documents, maintaining enrollment information, and supporting annual records updates.
- Coordinate the collection, transfer, and maintenance of student records, including requests for records, communication with school districts, and required attendance documentation.
- Support student transportation needs by coordinating field trip transportation, public transit arrangements, bus passes, and related district communications.
- Assist with student services and activities, including locker assignments, shadow student visits, work permits, driver's license documentation, parking permits, and student recognition programs.
- Coordinate logistical and administrative support for school events, open houses, field trips, and other High School activities.
- Assist with substitute coverage coordination and other daily operational needs to ensure continuity of school operations.





- Maintain emergency preparedness resources, including emergency medications, safety equipment, and related documentation for student activities and field trips.
- Support calendar management, scheduling requests, reporting needs, and general administrative functions of the High School office.
- Prepare routine communications, correspondence, and materials for students, families, and staff.
- Remain available to support student supervision needs when necessary, including situations involving late pickups or other student support requirements.
- Perform other duties and responsibilities as assigned to support the mission and operations of the school.

Minimum Qualifications

- High school diploma or equivalent required; associate degree or post-secondary coursework preferred.
- Two or more years of administrative, office support, customer service, or school-based experience preferred.
- Proficiency with Microsoft Office Suite and the ability to learn student information and database systems.
- Strong organizational skills with the ability to manage multiple priorities, deadlines, and interruptions.
- Excellent interpersonal, communication, and customer service skills.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive student and family information.
- Ability to work collaboratively with students, families, faculty, staff, and community partners.
- Demonstrated attention to detail and commitment to accuracy in recordkeeping and administrative processes.

Terms of Employment

Full-time (5 Days per week), 12 months per year

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.

