Job Announcement

Position: Administrative Assistant - Educational Leadership Team
Reports to: Director of Teaching & Learning

100% FTE, position open until filled
Non-Exempt, year round position

Brandeis Marin is an independent, co-educational Jewish day school that serves 195 K-8 students and their families in San Rafael, California. Our community reflects the diversity of the Marin Jewish communal fabric as well as the varied religious, cultural and socio-economic tapestry of the world around us. We provide an innovative, project-based education infused with spiritual exploration and discovery. Our community values partnership, open-mindedness and thoughtful intentionality. Our staff and faculty members are dedicated and good-humored and are role models of kindness, caring and integrity.

Brandeis Marin does not discriminate on the basis of race, color, religion, gender identity, national origin, ancestry, sexual orientation, age, or any other characteristic protected by law.

Role Description
This Administrative Assistant supports the work of the Educational Leadership Team by providing executive support to the School’s three Directors - Director of Teaching and Learning, Director of Student Support, and Director of Technology & Innovation. This person reports to the Director of Teaching and Learning.

Primary Areas of Responsibility:
- Scheduling and calendaring meetings
- Coordinating internal and external substitute teachers and coverage needs
- Managing classroom purchases and inventories
- Supporting the report card process, including creating deadlines, communicating with faculty, and distributing reports to families
- Setting up Parent/Teacher Conference days
- Planning logistics for field trips, outdoor ed trips and the middle school retreat
- Assist teachers with sharing photos, videos and updates
- Other tasks as assigned
Skills and qualifications:

- A college degree
- Minimum of 4 years professional experience as an administrative assistant, preferably in an independent school
- Demonstrates excellent social skills and strong organizational skills, as well as detail orientation
- Proven ability to attend to multiple tasks and be able to work closely together with other faculty, staff and parents
- Excellent communication skills, both written and verbal
- A collaborative, team player
- A mission-driven people person with an ability to inspire and enlist the support of others
- Technical Skills: Knowledge of Excel, Google Suite, experience with databases and web platforms
- Excellent proofreading skills
- A sense of humor, warmth of personality, and energy
- Flexibility, optimism, and calm under pressure

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds
- Generally works in standard office conditions and climate

If you are interested in applying for this position, please send a cover letter and resume to jobs@brandeismarin.org.