



TBS FRONT OFFICE ADMINISTRATOR

What matters to you as a school administrator?

- Having the time and space to build strong relationships with each student and their families?
- Working in a professional culture designed to give students and staff the support that drives effective, culturally responsive instruction?
- Joining a school team where *civic engagement* – equipping students with the academic and social-emotional skills and understanding required to create positive change – is at the heart of the educational program?

At TBS, we do the work required to create a dynamic, inclusive professional and school community where all people who believe these things matter can thrive. If you are one of these people, read on!

The Front Office Administrator advances The Berkeley School's mission and vision by...

- supporting the staff and students as they engage in vital, everyday activities connected to teaching & learning
- serving as the front-facing representative and first point of contact for the school and providing solution-oriented, culturally responsive assistance to all members of the TBS community;
- collaborating with staff on both campuses to implement existing projects and new ideas.

This is the job for you if...

- **you appreciate, understand, and care about students.** We believe that all students deserve to feel seen, supported and known, and we strive to be the “warm demanders” that they need to take risks, make mistakes, learn, and grow.
- **you can connect your wider knowledge and experience base of customer service and approachability to problem-solve swiftly and professionally.** You know that unexpected events occur in schools every day and you use your skills to think quickly, troubleshoot, and adapt to changing situations;
- **you enjoy working in a diverse, inclusive, civic-minded, and friendly environment.** You excel at communicating with staff, students, and their families through a variety of mediums, and you take pleasure in supporting all members of the community.
- **You see collaboration with colleagues as essential to your professional growth and fulfillment.** You enjoy the autonomy of your position, but you can't imagine doing it in isolation from your team: you draw energy from working with others, towards a shared purpose.

Job benefits include:

- Working in a positive, diverse, and dynamic environment of caring, curious, and committed colleagues.
- Competitive wage and benefits package.
- Structures and budget to support professional and personal development (we invest in

learning/growth!).

- Professional culture that supports everyone in maintaining balance, self-care, and community care.

Minimum Qualifications

Associate's degree in related field or equivalent combination of education, experience and training that provides the required knowledge and skills

Preferred Qualifications

Strong technology skills and familiarity with Google Workspace

2+ years customer service experience and/or working in a school setting

Ability to effectively communicate with others, oral and written

A little more about TBS...

Located directly across the bay from San Francisco in a city known internationally for its history of activism, thought leadership, and community-based change, The Berkeley School has been educating East Bay children since 1963. The school's mission – *ignite curious minds, awaken generous hearts, engage a changing world* – reflects its founding as a Montessori school and informs its unique, civic-engagement-based educational vision.

TBS teachers and students come together on two beautiful campuses whose connection to local neighborhoods and proximity to public transportation and the University of California campus makes the cultural, educational, and natural resources of Berkeley and the greater Bay Area an integral part of the school's educational program.

TBS students develop excellent academic and life skills in learning communities that build agency, rooted in two core beliefs: *we are interdependent* and *what we do matters*. TBS teachers lead that development by building relationships with and among students, creating culturally responsive learning environments that help students feel seen, supported, and known, and developing curricula and experiences that provide the joyful rigor necessary to help children reach their full potential as scholars, community members, and human beings.

We are committed to human-centered principles that promote effective, inclusive operating practices. We also value the skills, knowledge and experiences that a diverse workforce brings to our school. We are a community of lifelong learners who value social justice and actively participate in civic engagement, and we believe that affirming the cultural histories and identities of all community members is vital to each student's learning and to our school's success. If you see this approach as critical to meaningful education, we urge you to apply!

What's next?

If you're interested in applying, please submit a cover letter describing your interest in the position and the ways that your professional and personal values and expertise align with our school's mission and vision, your resumé, and a list of three references to our hiring committee at frontdesk@theberkeleyschool.org.

The start date for this position is August 1, 2022.

The Berkeley School is an equal opportunity employer committed to providing a work environment free of discrimination and harassment. All employment decisions at The Berkeley School are based on business needs, job requirements, and individual qualifications, without regard to race, color, age, disability, national origin, gender identity, sexual orientation, marital status, ancestry, religion, and genetic information. Candidates of color, bilingual candidates, and candidates from other groups traditionally underrepresented in independent schools are encouraged to apply.