

JOIN OUR TEAM

Come cultivate + celebrate the intellectual, imaginative + humanitarian promise of each student.

Front Desk Coordinator

Starts July 1, 2022, Full-time – 100% FTE

Overview

The Front Desk Coordinator is:

- Welcoming + supportive of students, staff, + families
- Friendly with all constituencies, discreet with personal information + tactful when communicating both within+outside the school
- Flexible + able to respond to multiple demands
- Capable of balancing immediate needs with short-term + long-term projects
- Able to organize both materials + information
- Comfortable with Google Suite + willing to learn school-specific apps + programs
- Self-motivated but team-oriented
- Culturally competent + interested in promoting the School's mission
- A stand-up comedian...or at least has a sense of humor

The Work

Reporting to the CFOO + serving as a member of the Front Desk Team, the primary responsibilities of this full-time position are to:

- Greet visitors, answer the phone, write emails, receive mail + deliveries
- Maintain the school's attendance reports, student medical files, staff emergency forms
- Maintain the Copy Room + order supplies as necessary
- Work closely with the staff to order classroom materials
- Create forms+ update student records
- Help arrange for sub coverage
- Support the School Nurse as necessary
- Provide support to families, staff + students

If you are ready to join us, send a single document (pdf) with your letter of interest, resume + three references to jobs@sfschool.org

See us today: www.sfschool.org

+ how we will grow: [Strategic Plan](#)

Questions? Just give us a call: 415.239.5065

Steve Morris

Head of School

20+ years as an educator

14 years as SFS Head



"I am committed to supporting teachers to learn + grow at whatever stage they are in their careers."

Terri Hamer

Chief Financial & Operational Officer

9 years working in education

3 years at SFS



"I am dedicated to partnering with the front desk staff to support our school community with compassion."

The San Francisco School

A Preschool through 8th Grade independent school, with a commitment to a multicultural + inclusive community. The School embraces San Francisco's ethnic, cultural + economic diversity. Our progressive approach to education encourages children to develop **self-reliance,** **strong academic skills,** **creativity,** + a sense of social justice. They graduate **academically prepared,** **inquisitive,** **courageous,** + eager for the challenges ahead.

We are committed to increasing staff diversity, both to reflect the high value SFS places on multicultural understanding + for the direct benefit of each student.