Intermediate and Middle School Coordinator (Begins As Soon As Possible)

Job Summary:
Francis W. Parker School is a renowned JK-12th grade independent day school. Founded in 1901 on the tenets of progressive education, the school currently enrolls 940 students and employs 200 dedicated faculty and staff members who, in addition to assistant teachers, substitute teachers and coaches, work together to ensure that the School lives up to its Mission to “educate students to think and act with empathy, courage and clarity as responsible citizens and leaders in a diverse democratic society and global community.”

We are currently seeking an Intermediate and Middle School Coordinator to oversee the day-to-day administrative tasks for grades 4-8, as well as work on several long-term projects.

Essential Functions:
- Greet and assist all office visitors
- Handle sensitive information in a confidential manner
- Maintain calendar for the Head of Intermediate and Middle Schools
- Handle all general phones calls and messages
- Deliver messages and packages to students throughout day
- Receive, sort and distribute mail
- Produce and distribute correspondence, memos, letters and forms
- Assist with preparation of class, advisor, section lists and student schedules
- Keep daily student attendance records and follow up on student absences
- Responsible for trip lists, contacts and all student forms
- Arrange bus transportation for all Intermediate and Middle School trips and community service
- Distribute and files all grades/comments for Middle School students
- Maintain accurate student files and records
- Prepare and distribute Emergency Medical forms as needed for off-campus trips
- Transfer files for students transitioning to Upper School or leaving Parker to the Registrar
- Assist with Division budget and prepare purchase orders/check requests
- Order and maintain Middle School office and classroom supplies
- Coordinate hotel and travel arrangements as needed
- Produce programs for special events
- Coordinate 8th grade Graduation, design and print diplomas
- Ensure operation of copy machine and other office equipment; maintaining office supplies; evaluating new equipment and techniques
- Engage in professional growth in office management, communication, cultural competency, executive functioning, the application of technology, and maintaining a progressive educational culture
- Develop and implement new protocols and procedures to continually improve the operation of the divisional office
- Other duties as assigned
**Required Qualifications:**

- Minimum of three (3) years’ experience in an administrative or office management role
- Experience working in a school setting preferred
- Strong attention to detail with an ability to thrive in a fast paced environment
- Ability to multi-task effectively and to anticipate and prioritize work based on school calendar
- Proficiency in MS Office, specifically Word, Excel, and Google Docs, and ability to master various software suites used by the school
- Ability to interact well with intermediate and middle school students, faculty, staff, administration, and parents
- Excellent written, verbal and interpersonal skills
- Adaptable to change

**Compensation:**
Commensurate with background and experience; comprehensive benefits package.

**To Apply:**
Please submit cover letter with resume and salary requirements by email or fax to *(no telephone inquiries please):*

Laureen Sweers, Director of Human Resources
Francis W. Parker School
330 W. Webster Avenue
Chicago, IL 60614
resumes@fwparker.org
fax: 773.549.4430

*The faculty, staff and administration of Francis W. Parker School are integral parts of the School’s community. Through their passion, dedication and commitment to the School’s mission, they create and support an environment where exceptional child-centered learning can occur.*

*Francis W. Parker School is committed to cultivating a community of dedicated students, parents, faculty and staff, trustees, administrators and alumni, who acknowledge, respect, and esteem diversity in our school; and who reflect, through their presence, the diversity of Chicago communities and the wider world. Francis W. Parker School is an equal opportunity employer.*