**About All Saints’**

Located on 147 acres in west Fort Worth, All Saints’ Episcopal School is a premier co-educational Age 3 - Grade 12 college-preparatory day school serving approximately 1,260 students who benefit from small class sizes, an award-winning arts program, and championship caliber athletic program. We are one of the largest Early Childhood - Grade 12 Parish-independent Episcopal day schools in the country, and our graduates attend a wide variety of selective colleges and universities. The school is dual-accredited by the Independent Schools Association of the Southwest and the Southwestern Association of Episcopal Schools and is a member of the National Association of Independent Schools and the National Association of Episcopal Schools. Read about what makes our Episcopal learning environment so dynamic by visiting www.aseschool.org.

**Job Title: Lower School Division Assistant**

**Job Description**

As the Lower School Division Assistant at All Saints' Episcopal School, you will provide crucial administrative support to the Lower School Division Head and faculty. Your organizational skills, attention to detail, and commitment to creating an efficient and nurturing learning environment will contribute to the success of the lower school division.

**Job Responsibilities**

* Provide administrative assistance to the Lower School Division Head, including managing calendars, scheduling meetings, and handling correspondence.
* Maintain organized records of student and faculty information, attendance, and division schedules.
* Prepare and distribute division-related materials, announcements, and educational resources.
* Serve as a point of contact for faculty, students, and parents, addressing inquiries and concerns.
* Assist in coordinating parent-teacher conferences, meetings, and events.
* Support the Lower School Division Head and faculty with various administrative needs.
* Maintain accurate and up-to-date student records, attendance data, and academic progress.
* Assist in tracking student progress, achievements, and areas of development.
* Generate reports and documentation related to division activities.
* Assist in the organization and support of lower school educational programs, including curriculum implementation and extracurricular activities.
* Prepare materials and resources for events.
* Collaborate with the Lower School Division Head and faculty to enhance the educational experience.
* Prepare and distribute division communications, such as newsletters, announcements, and event information.
* Ensure effective communication between the division and other school departments.
* Assist in the development of communication strategies for students and parents.
* Maintain the organization of the Lower School division office, including ordering supplies and managing resources.
* Assist in developing and improving office procedures and processes.
* Support the Lower School Division Head and faculty with day-to-day tasks and projects.

**Qualifications:**

* High school diploma or equivalent required.
* Associate's or bachelor's degree in Education or a related field is preferred.
* Previous experience in administrative support, preferably in an educational or lower school setting.
* Familiarity with student information systems and school administrative processes is advantageous.
* Strong organizational skills, with the ability to manage multiple tasks and deadlines.
* Attention to detail and a commitment to maintaining accurate records.
* Excellent written and verbal communication skills.
* Proficiency in drafting professional correspondence and documents.
* Proficiency in using technology and office software, including word processing, spreadsheets, and email.
* Familiarity with student information systems and scheduling software is a plus.
* Ability to work collaboratively with the Lower School Division Head, faculty, students, and other school staff.
* Willingness to support the overall goals of the Lower School division.
* A genuine interest in supporting students and creating a positive educational environment.
* Empathy, patience, and a caring attitude when interacting with students and parents.

*All Saints’ Episcopal School of Fort Worth is an equal-opportunity employer. All employment decisions are made without regard to race, color, religion, gender, veteran or marital status, age, national or ethnic origin. It does not discriminate on the basis of race, color, religion, gender, veteran or marital status, age, or national and ethnic origin in administration of all phases of the employment relationship, including recruitment, advertising, hiring, promotion, demotion, layoff, termination, rates of pay, and all other forms of selection, training, and compensation.*