



2/11/2021

### **Position Open: Office Clerk/Receptionist**

Circle of Seasons Charter School, a Public Waldorf Methods School, seeks a loving, enthusiastic professional for a **Full Time Office Clerk/Receptionist position** for the remainder of the 2020-2021 school year.

Come join us at the only Public Waldorf Charter Schools in the northeast!

Circle of Seasons is a public Waldorf K-8 school located on a 35-acre wooded campus, overlooking the beautiful Lehigh Valley. In close proximity to both outdoor recreation opportunities (less than 15 miles from the Appalachian Trail and 12 miles from local skiing), the Lehigh Valley offers robust art, music, theater, restaurant, and social amenities. An asset to our community, Circle of Seasons offers Waldorf education in the public setting with excited and committed families from all over the Lehigh Valley and beyond.

At Circle of Seasons we recognize the value, importance, and challenges that come with attracting and meeting the needs of diverse populations. Candidates for consideration should be enthusiastic, joyful, warm and motivated. We value candidates that possess a deep understanding of child development and a caring disposition. We are eager to welcome to our team a colleague committed to building strong collegial and family relationships and one who is committed to self-development.

Our curriculum includes Fiber and Manual Arts, Games and Movement, Gardening, Music, and Spanish. Our faculty engage in ongoing professional development, working collaboratively and individually to develop skill in designing instruction and creating classroom experiences that build caring communities.

#### Qualifications:

- Bachelor's degree (preferred)
- High School Diploma required
- Strong interpersonal and organizational skills
- Demonstrated enthusiasm for children and families
- Experience working in a school (preferred)
- Solid computer skills
- Excellent written and oral communication skills
- Facility with Excel and Word (preferred)
- PowerSchool or Student Information System (preferred)
- Clerical aptitude, accuracy, neatness, and follow-through



- Ability to prioritize tasks and complete quality work efficiently

#### Responsibilities:

- Receiving visitors to the school
- Maintaining school security processes as the front door access monitor
- Answering telephones
- Filing & copying as needed
- Daily documentation of student late arrivals/early dismissals
- Respond to routine teacher, student, and family inquiries in a courteous, friendly manner
- Work cooperatively with administrative team, families, and students
- Day-to-day tasks and duties of school operations as needed

This role is a 12-month, 32-hour per week position (with shorter summer hours). Hours are 8:00 – 4:00 Monday, Tuesday, Thursday, Friday (Wednesdays are remote school days for the 2020-2021 school year).

The salary for this position is **\$30,000** and includes participation in the 403b retirement plan and healthcare benefits. Background clearances, physical examination and TB test will be required.

Ideal candidates will have a passion for working in schools, strong self-direction, and developed sense of themselves as valued members of an educational community working with children and families.

**Resumes and letters of interest should be sent to  
Kim McFarland at [kmcfarland@circleofseasons.org](mailto:kmcfarland@circleofseasons.org)**

#### Equal Opportunity Policy:

Circle of Seasons Charter School is a public school under the Supervision of the Commonwealth and equal opportunity employer. Circle of Seasons Charter School fully supports a policy of equal employment opportunity in all job classifications and this encompasses recruitment, selection, assignment, promotion, transfer, dismissal, compensation, and training of all personnel