

Front Office Assistant

Location: Entrance One

Schedule: Monday–Friday, 7:30 AM – 3:30 PM (School Year)

Reports To: School Administration

Position Summary

The Front Office Assistant & Parent Partnership Coordinator plays a vital role in maintaining the daily operations of Liberty Academy through exceptional organization, communication, volunteer coordination, and student record management. This position serves as the welcoming first point of contact for students, families, and visitors while supporting front office operations, managing student records, coordinating parent volunteers, and assisting with school events and programs.

Key Responsibilities

Front Office & Entrance Duties

- Be stationed at Entrance One by 7:30 AM daily.
- Check in all visitors and non-staff personnel using the Raptor Visitor Management System.
- Greet and sign in late-arriving students until 8:30 AM each morning.
- Ensure parents or guardians sign students out in person for appointments or early dismissals.
- Maintain a professional, organized, and welcoming front office environment.
- Clean and organize Entrance One each Friday before departing.
- Check all school restrooms daily mid day to ensure they are stocked with toilet paper, paper towels, and soap. Refill supplies as needed and notify administration of maintenance concerns.

Reading Test Administration

- Administer reading assessments on Monday, Wednesday, and Friday as assigned by classroom teachers. (This is not regularly scheduled)
- Reading assessments typically involve one to two students who require the test to be read aloud as part of their documented accommodations.
- Prepare and maintain the designated testing area, ensuring tables and chairs are properly arranged and the testing environment remains distraction-free. (nursery)
- Maintain a Level 0 (silent) testing environment throughout the assessment.

- Read assessment questions exactly as written, allowing appropriate wait time and rereading questions once if needed. Do not explain or interpret test questions.
- Ensure all testing materials remain secure and confidential before, during, and after testing.
- While administering a reading assessment, testing responsibilities take priority over all other front office duties.
- During active testing, do not answer the Liberty Academy phone or respond to radio calls. Other office staff or administrators will assume those responsibilities until testing has concluded.
- Reset the testing area and securely return all assessment materials after each testing session.

Parent Partnership & Volunteer Coordination

- Recruit and coordinate parent volunteers for school clubs, field trips, classroom support, special events, and school activities.
- Maintain regular communication with families regarding volunteer opportunities.
- Coordinate with teachers and administration to identify volunteer needs and effectively allocate resources.
- Maintain volunteer sign-up records and communication lists.

School Events & Programs

- Manage event, field trip, and school calendar information **in the school Event Calendar.**
- Assist with the Summer Reading Olympics, including collecting reading sheets, tracking student progress, and helping prepare for awards and recognition.
- Support school events and special functions as assigned.
- Assist with Liberty Academy programs and family engagement initiatives throughout the school year.

Event Support / Gala Donation Coordinator April 10th 2027

- Serve as the Gala Fundraiser Donation Collector and Coordinator.
- Solicit and manage incoming donations for the annual gala fundraiser.
- Maintain accurate records of all donated items, sponsors, and donor information. (We have a great online system we pay for to make this seamless)
- Coordinate communication with donors regarding donation details, pickup, and delivery.
- Work collaboratively with the Gala Committee and school administration to organize donations for the silent auction, live auction, raffles, and other fundraising activities.
- Assist with the setup, organization, and management of donated items before and during the event.
- Send or assist with donor acknowledgments and thank-you communications following the event.

Liberty Closet Coordinator

The Liberty Closet will operate during designated two-hour late start days from 9:15 AM–9:45 AM on:

- August 27
- September 18
- November 13
- January 22
- May 7

Responsibilities include:

- Setting up and organizing merchandise.
- Receiving and sorting donated uniforms.
- Assisting families with purchases.
- Collecting and recording payments.
- Maintaining inventory and organization of Liberty Closet items.

Student Records & Assessments

- Assist with administering student assessments throughout the school year.
- Create and maintain organized physical student files for new students.
- File student assessments in appropriate records.
- Process and file:
 - Medical documentation
 - Sick notes
 - Enrollment paperwork
 - Athletic forms
 - Other student records
- Manage records requests and incoming documents from previous schools.
- Maintain accurate and confidential student records in accordance with school policies.

Administrative Support

- Print mailing labels and prepare outgoing mail.
- Assist with special projects and office tasks assigned by administration.
- Support day-to-day administrative operations.
- Assist with preparation of school communications and documentation.

Financial Responsibilities

- Collect, organize, and prepare all cash and checks received during the week.
- Complete bank deposits by the end of each week.
- Maintain accurate records of all funds received and submitted.

- Follow school procedures regarding financial documentation and reporting.

Skills & Qualifications

- Excellent organizational and record-keeping skills.
- Strong communication and customer service abilities.
- Ability to maintain confidentiality and professionalism.
- Comfortable using technology, including:
 - Raptor Visitor Management System
 - Google Workspace
 - Student information systems
 - Basic office software
- Dependable, punctual, and detail-oriented.
- Ability to work independently while following established procedures.
- Ability to assist with student assessments under administrative direction.
- Ability to communicate effectively with parents, students, staff, and visitors.
- Prior administrative, office, volunteer coordination, or school experience preferred but not required.

Mission and Culture Alignment

The Front Office Assistant & Parent Partnership Coordinator supports the mission and culture of Liberty Academy by fostering a welcoming environment, maintaining accurate records, supporting school operations, and building strong partnerships between the school and families to enhance the educational experience of every student.