

Hamlin Robinson School

WHERE LEARNING HAS NO LIMITS

WHO WE ARE

The mission of Hamlin Robinson School (HRS) is to ignite the academic and creative potential of students with dyslexia and other language-based learning differences. Since its founding in 1983, HRS stands as the only school in the state of Washington exclusively serving the unique academic and social/emotional needs of students with dyslexia. It is our vision for students who struggle in traditional settings to experience the classroom as a welcoming and safe place for learning.

OUR STORY

Hamlin Robinson School has been at the forefront of serving students with dyslexia and other language-based learning differences for almost 40 years. Our purpose is to fill an unaddressed gap in the K-12 education system failing to adequately address the learning needs of up to 20% of the student population; those with dyslexia and unexplained reading challenges.

Our program is in high demand because of our reputation and record of success with students who learn differently, and our specially trained faculty who teach students accordingly. HRS utilizes the most effective known method of whole-class literacy instruction, which is a comprehensive, multi-sensory approach adaptive to the full curriculum of the school. Most importantly, students learn in the way suiting their needs. For many, HRS is the first place they experience success, confidence, pride, and a sense of belonging in school. And for parents, it is the first time they witness their student enjoying school.

Hamlin Robinson School values diversity and welcomes the unique contributions of people from all backgrounds, gender identities, learning styles, physical abilities, and sexual orientations.

WHO YOU ARE

You are collaborative, resilient, flexible, diplomatic, confident, patient, and possess a sense of humor and professional presence.

You have the ability to interact effectively with families, vendors, and various levels of the organization.

You possess knowledge and experience to use Microsoft Office word processing, database management, spreadsheet, graphics, and presentation software.

You are organized and motivated with the ability to prioritize and efficiently manage multiple projects and deadlines.

You have excellent written and communication skills.

You love to innovate, connect with community, and build relationships.

You maintain confidentiality.

THE JOB

Position: Front Desk / Administrative Assistant

Department: Administration

Reports to: Director of Operations

Job Classification: **Full time, 12-month exempt**

General

- Maintain an efficient and welcoming front office environment.
- Serve as the first point of contact for the school, screening and directing inquiries to appropriate departments as necessary.
- Coordinate and maintain the school's internal master calendar to track events, faculty and staff absences or vacations, room requests, etc.
- Sort and distribute mail and package deliveries.
- Maintain and update front office operating procedures as necessary.
- Support the business office with recording all cash or check payments.
- Work with the business office to maintain staff absence records and database.
- Update and maintain accurate class and student schedules.
- Support the school and its leadership.

Student Records and Scheduling

- Keep accurate permanent records of student's attendance.
- Maintain Student information System Database.
- Maintain all health records and permission forms.
- Prepare the annual immunization report for the state department of health.

Health & Safety

- Ensure medical documentation is received from families in a timely manner and filed appropriately.
- Administer medication and keep log for students needing medication.
- Assist students for minor medical needs such as band-aids or ice packs as needed.
- Maintain fire/safety (earthquake and lockdown) drill schedule and report.
- Organize and maintain (including inventory) all First Aid Health/Emergency Supplies.
- Act as primary contact for the access into the school building.

HOW TO APPLY

Please submit a Resume and Cover Letter to:

Max Beron, Director of Operations, He/Him

Hamlin Robinson School

Email: jobs@hamlinrobinson.org with "Front Desk/Administrative Assistant" in the subject line.