



Lower School Secretary (Part-Time)

Summerfield Waldorf School and Farm is seeking an experienced **Lower School Secretary** to join our team for the 2026-27 School year. This position plays a vital role in supporting the daily operations of the Lower School and Early Childhood Education programs.

The ideal candidate brings a calm, welcoming presence to the main office, along with strong organizational and technical skills. This individual must be able to manage multiple tasks efficiently, communicate effectively with students, families, and faculty, and contribute positively to a collaborative school environment.

Responsibilities include, but are not limited to:

- Manage & maintain classroom supplies especially the large, bulk order placed each May for the following school year: collate orders, inventory, distribute, organize & store overstock items, including cutting and stocking painting & drawing paper; coordinate with LS Coordinator/LS Core Group on lower school supplies budget.
- Assist in ordering class readers, textbooks and other teacher materials.
- Schedule and coordinate Vision and Hearing Screenings every other year, and Photo Day every year.
- Solicit and organize Mid Year (Grades 7 & 8 only) and End of Year student reports from teachers by date due; distribute to families. Progress toward standardizing reports (an accreditation goal).
- Assist LS Coordinator/Core Group with various tasks, including substitution and research.
- Maintain and distribute general substitute information.
- Assist the Athletic Director in scheduling games/meets/matches for Middle School sports, entering on Veracross calendar, creating teams on Veracross, generating email distribution lists, and communicating with parents as needed.
- Serve as point-person for parents, faculty and staff for certain school events carried by Lower School. This may include the following events and/or others: Michaelmas, Sprites Night, Grandparents' Day, Festival of the Lights, Winter Faire, Advent Garden, Festival of the Arts, May Faire, student music concerts, musicals, circus events, parent education speakers, and 8th grade play. Produce programs, tickets, fliers, etc. as necessary, as well as maintain files for these events.
- Work with the Costume Guild to keep costumes organized.
- Coordinate 8th grade commencement with the help of 6th & 7th grade class parents - set-up, invitations, programs, refreshments, clean-up, etc.; coordinate with HS secretary/12th grade graduation.

Newsletter

- Provide weekly updates to Communications & Marketing Coordinator for the LS section of the Mini.

Back-up Receptionist Duties (when receptionist is not available or needs assistance):

- Receive parents and visitors into the office
- Answer, direct and log phone calls, relaying messages
- Administer first aid and sick care to students
- Sell books, gifts, toys, etc.
- Provide copying assistance for students & faculty
- Ring bell for class changes and recess
- Help to maintain general office files
- Help keep office and kitchen area uncluttered and clean

Preferred Attributes and Skills:

- Highly competent and at-ease with computer/software/cloud use to manage information using both the school database (Veracross) and Google suite.
- Expert at managing files and systems to streamline communication both internally and externally.
- Strong time-management skills and highly organized.
- Able to balance and prioritize many competing tasks; ability to analyze, interpret, summarize, and present data.
- Understands and is supportive of the mission, vision, and goals of Summerfield Waldorf School and Farm and the philosophy of Waldorf education.
- Integrity, trustworthiness, and discrete; diplomatic, flexible, and empathetic

Physical Requirements:

Employees must have the ability to:

- Sit for extended periods of time;
- Enter data into a computer terminal and operate standard office equipment for extended periods of time;
- Read a computer screen and printed matter with or without vision aids;
- Speak at normal levels so that others may understand, in person and on the telephone;
- Hear and understand at normal levels, in person and on the telephone, with or without hearing aids;
- Stand and walk on hard and uneven surfaces for extended periods of time and lengths;
- Squat, stoop and/or bend over;
- Maintain regular and prompt attendance in the workplace;
- Reach overhead, grasp, push/pull up to 35 pounds for short distances;
- Lift and carry up to 45 lbs. at waist height for short distances.

Qualifications

- 2-plus years actively employed in an administrative capacity
- Strong interpersonal and communication skills
- Ability to multitask and stay organized in a dynamic setting
- Enjoy working collaboratively and engaging with students
- College degree preferred

Compensation and Benefits: This is a part-time, non-exempt hourly position, scheduled Monday - Friday, approximately 20-25 hours per week. The hourly range is \$20-\$25, depending on experience. Please note that this part-time position is not eligible for medical, retirement, or tuition remission benefits. Tentative start date is July 13, 2026.

To Apply

Please email your letter of intention and resume to Janet Anguiano, HR Manager, at janet.anguiano@summerfieldwaldorf.org. Please also include three professional references with phone numbers.