

# Waldorf School | Orange County

## Administrative Assistant



"Our highest endeavor must be to develop free human beings, who are able, of themselves, to impart purpose and direction to their lives."

Rudolf Steiner  
Founder of Waldorf Education



Go, Wildcats!

# Waldorf Education

Waldorf Education is based on educator and philosopher Rudolf Steiner's (1861-1925) research on child development. The Waldorf approach recognizes the simple but profound insight that children learn in distinctly different ways at different stages of their development. Waldorf teachers are dedicated to teaching in ways that profoundly meet the needs of the developing human being, and the curriculum fosters an unfolding of the student's natural capacities. In classrooms filled with light and life, Waldorf students learn traditional academic subjects through distinctive and time-tested teaching methods that serve their intellectual, physical, emotional, and spiritual development. Engaging the hands, heart, and mind cultivates an inner enthusiasm for learning.

Waldorf Education speaks to the body, heart, and soul, as well as the mind. The academically challenging curriculum is balanced by a program rich in music, drama, fine and applied arts, movement and practical skills. Grounded in the classics, academic courses expose students to the great ideas of mankind, the events that shaped civilizations, the beauty of mathematics, the power of the arts, and the wonder of the natural world. Every student participates in all subjects. The scientist experiences the joy of creating music. The musician explores the physical and natural laws of the sciences. The artist discovers the practical aspects of calculus. Rather than turning out specialists at the age of eighteen, the school graduates well-rounded and capable students who are confident in their ability to learn from the world, and to contribute to the world.

## WSOC Community

With over 35 years of educational success as a College led school, the Waldorf School Orange County has been helping families raise well-balanced and multifaceted young people since its founding in 1988. With classes from Parent-Child through Grade 12, our school enrolls 350 students representing a diversity of our local community. Located in Costa Mesa, California, our school borders Talbert Nature Preserve and honors the native people of this land, the Acjachemen Nation. Located three miles from the beach, our school is surrounded by open space and hiking trails on the Fairview Park bluffs. Our faculty and staff of over 70 employees are committed to fostering the school's mission and are active participants in supporting its vision for the future.

### Our Mission

WSOC offers a curriculum that meets the students' age-related capacities and fosters in each student a genuine interest in the world, an intellectual curiosity, a connection to the human spirit, and a sense of purpose in life.

"Being personally acquainted with a number of Waldorf students, I can say that they come closer to realizing their own potential than practically anyone I know."

Joseph Weizenbaum, Professor Emeritus,  
Massachusetts Institute of Technology



# The Job Opportunity

**Waldorf School Orange County is seeking a compassionate and skilled Administrative Assistant to provide reception and secretarial support for school front office operations. The Administrative Assistant serves as the initial point of contact for students, parents, staff, and visitors, ensuring efficient front desk operation and a welcoming environment.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while, in other cases, related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Responsibilities include (but are not limited to):

- Greets visitors, answers questions and assists parents in the office in a kind and efficient manner.
- Provides general administrative support as needed and requested by Administrative Director, Development Director, Admissions Director, Business Manager.
- Answers phones, takes messages and relays them to the appropriate parties.
- Opens and distributes mail.
- Stocks and orders office supplies as needed.
- Maintains office machines (copier, postage meter, fax machine, cell phone); trains self and others on machines and problem-solves when necessary
- Copies and appropriately distributes emergency and field trip forms in a timely manner
- Types correspondence and other documents as directed, maintaining confidentiality
- Keeps faculty and staff rosters updated and ensures that staff and faculty members have current contact information throughout the year.
- Administers basic first aid and keeps the first aid cabinet stocked and responds to injury incidents.
- Creates labels for new student files, faculty boxes, and family cubicles.
- Photocopies school work for teachers, students, and volunteers.
- Assists Registrar with picture day.
- Provides support for school functions, as needed.
- Screens calls for directors, taking messages from salespeople to minimize interruptions.
- Keeps front office area tidy, organizing area and
- Restocking copier area at least twice weekly.
- Creating monthly calendar and sign-in sheets for Little Aftercare supervisor.
- Making travel arrangements (hotel, flights, car rental) for visiting guests and teacher conferences.
- Collecting attendance sheets and documenting attendance.
- Provides other office duties, as needed.

# **Preferred/Desired Qualifications**

## **General Expectations**

- Supports the Mission and objectives of WSOC.
- Understands and adheres to the need for confidentiality.
- Completes assignments with a positive attitude, following accepted procedures and practices.
- Demonstrates ability to work with others to achieve a common goal.
- Follows policies and procedures regarding time management.
- Does not gossip or share information about others or participate in spreading rumors at any time.

## **Education and Experience:**

- Bachelor's Degree in related field.
- 2+ years of related experience.
- Understanding of the principles of Waldorf education and anthroposophy.

## **Condition of Employment:**

- Live Scan
- TB Test
- First Aid and CPR Training (provided by school)
- Mandated Reporter Training (provided by school)
- Sexual Harassment Training (provided by school)

## **Skills and Competencies:**

- Outstanding verbal and written communication skills .
- The ability to organize and multi-task.
- The ability to maintain confidentiality is a must.
- Proficient in Microsoft Word, Excel, Google Platform and have a solid foundation of computer proficiency.
- Able to foster a strong spirit of teamwork amongst colleagues.

## **Working Hours:**

- School Hours - Monday - Friday | 8:00 AM - 4:30 PM
- Summer Hours - Tuesday - Thursday | 8:00 AM - 2:30 PM
- 1st week of summer is full Monday - Friday schedule | 8:00 AM - 4:30 PM
- Last two weeks of summer are full Monday - Friday schedule | 8:00 AM - 4:30 PM
- Breaks during the school year (November 1 week; Winter 2 weeks; February 1 week; Spring 2 weeks) are generally not considered workdays except as required and agreed upon.
- Flex work hours are approved by the School Administrator. Regular flex hours for this position are not available.
- Work which is required on nights, weekends or holidays must be pre-approved by your supervisor.
- All meal breaks and breaks must be taken to avoid penalties.
- Time sheets must be maintained accurately and time sheet must be approved by employee bi-weekly.

**Reporting Relationship:** Reports to the Administrative Director

## **Physical Demands**

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit for long periods. The employee must frequently reach with hands and arms. The employee occasionally is required to use hands to handle or feel items. In addition, s/he must be able to talk and hear, stand and walk; and bend/stoop/twist/squat/kneel. The employee will be required to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both outdoors and indoors. Occasionally, s/he will work near visual displays. The noise level in the work environment is moderately noisy with constant foot traffic near the workstation.

Working hours are Monday through Friday from 8:00 am to 4:30 pm, and evenings and weekends as needed/requested. This employee, as Exempt, will complete the tasks required not dependent upon these hourly limitations. Employee will work year-round with slightly reduced summer hours.

## **Employee Benefits**

The School's comprehensive benefits package includes health, life and disability insurance, along with a School-sponsored retirement account, and funds for professional development. Employees with children for whom they are a legal guardian are afforded tuition remission for these children registered at WSOC for the length of their employment. With a highly competitive salary range, based upon experience, our school is committed to supporting its faculty and staff.

## **Salary Range**

FSLA STATUS: Non-Exempt

SALARY: Full-Time (Hourly) 8:00am-4:30pm; \$22.44 to \$30.25 (range based on experience)

## **How to Apply**

To receive full consideration, candidates must submit a letter of interest, a current CV and a list of three references (to be contacted with permission). All materials will be kept confidential.

To apply, please send required documents to:

employment@waldorfschool.com

Waldorf School Orange County

2350 Canyon Drive, Costa Mesa, CA 92627

(949) 574-7775



## Our School Vision

WSOC has the vision of a world where the sanctity of childhood is protected; the unique gifts of every student are respected; and graduates courageously embrace the future as engaged global citizens.



## Waldorf School Orange County is an Equal Opportunity Employer

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*



**WALDORF SCHOOL**  
ORANGE COUNTY

Serving students from 18 months to 18 years  
2350 Canyon Drive, Costa Mesa, CA 92627  
949-574-7775

**[www.waldorfschool.com](http://www.waldorfschool.com)**