



**Presidio Hill
School**
Since 1918

Presidio Hill School
San Francisco, CA

Job Title: Administrative Associate and Special Projects Manager

Status: Full-Time, non-exempt, 12-month

Reports To: Head of School; Lead Administration

Start Date: Flexible, Early 2022

School Description

Presidio Hill School is an independent, progressive school located in the Presidio Heights neighborhood of San Francisco and serves a diverse population of approximately 220 students in transitional kindergarten to 8th grade, with a faculty and staff of approximately 45 people. Established in 1918 by artist-educator-activists Helen Salz and Flora Arnstein, Presidio Hill School is the oldest continuously operating progressive school in California, with a mission and history connected to social justice. Our vibrant, diverse, and supportive community continues to emphasize community and justice and encourages students to develop self-awareness, personal character, resilience, and an understanding of their role as stewards of the planet and citizens of the world.

Presidio Hill offers its students a challenging, project-based curriculum that attends to their intellectual and social-emotional needs and prepares them to be agents of positive social change. Learning at PHS is collaborative and active. We place great value on the arts as both an academic discipline and an essential element of a meaningful life. Situated on the edge of the Presidio, our school takes full and frequent advantage of the park's 1,500 acres; whether they are studying science, art, social studies, or literature, the Presidio is a rich and vital "classroom" to our students.

Presidio Hill School strives to maintain a faculty and staff that reflects the broad range of diversity in the San Francisco Bay Area. Invested in the growth, happiness, and preparation of our teachers, we provide generous support for their professional development.

Position Description

Presidio Hill School is looking for a personable, organized, flexible and detail-oriented person to partner with and provide support to the Head of School and Lead Administration. This is a unique position for a hands-on person who enjoys being actively involved in the life of a vibrant progressive school. The ideal candidate will possess an established skill set of project management and administrative support, a welcoming presence, and will work well with a wide range of constituents: students, their parents/guardians, teachers, staff, administrators, and visitors to the school. This is a full-time, non-exempt position which offers benefits and a competitive salary.

Key Responsibilities

Administrative Associate Position Duties:

- General administrative support duties including: screening calls, taking and relaying messages, managing calendars and appointments, scanning documents and organizing and maintaining office files
- Assist with various hospitality tasks and community engagement-related communications
- Planning internal and external events as asked by lead administrators
- Support with upkeep of limited HR tasks
- Preparation and upkeep (revision/editing) of school documents
- Support all levels of the process for planning school events and various projects
- Assist with details and mild/moderate physical labor (table and chair set up, for example) related to school events, alongside other administrators and staff
- Maintain and prepare meetings spaces as needed
- Supervise recess and lunch duties
- Attend limited number of evening or weekend school events (hour will be adjusted accordingly)

Special Projects Manager Position Duties:

Presidio Hill School often develops special projects over which this position could take ownership. We are looking for a person who is ready to serve as a leader for various special projects including, most notably, within our Center for Progressive Education.

- Engage in directed research and prepare presentations
- Organize and manage physical and digital resources (books, articles) for the Center for Progressive Education
- Support events and initiatives from the Center for Progressive Education as directed by the Head of School and/or other Lead Administrators
- Upcoming projects possibly include Strategic Planning, Operations Updates, School Accreditation, event and committee support etc.

General Professional Responsibilities

Presidio Hill School is committed to hiring and retaining employees who are committed to the mission of the school and the professional expectations that stem from that mission: that commitment should be visible through all the employee's interactions with children, colleagues, supervisors, families, and community members. PHS employees are expected to be knowledgeable, prepared, and responsive, to strive for high standards of professional integrity and proficiency, to maintain positive and respectful communications and interactions with all members of the PHS community, and to ensure the health, safety, and well being of PHS students at all times. Employees should be strongly motivated to continually strive for best practices and to seek out appropriate professional development opportunities; PHS provides generous support for professional development. All PHS employees are expected to read and follow the policies and procedures as described in the Faculty/Staff Guidebook and the PHS Employee Handbook. All employees are required to be fully vaccinated for COVID-19.

Skills and Qualifications

- Experience working in a multicultural environment
- Demonstrated commitment to the mission and core values of Presidio Hill School
- Ability to adhere to guidelines and recommendations from the CDC, CDPH, and SFHD

- Ability to handle confidential and sensitive information appropriately and professionally
- Highly skilled with a variety of software systems, including the full Google Suite (Drive, Docs, Gmail, Calendars, Sheets, Slides, and Forms)
- Highly organized and flexible
- Very strong writing and editing skills; graphic document publication and presentation skills a plus
- Prompt and courteous manner; self-starter
- Ability to prioritize a variety of tasks and organize one's own time effectively
- Aligned with the mission of Presidio Hill School
- Experience working with children and administrators in a school setting strongly preferred

Interested candidates should send a cover letter, résumé, contact information for two to three references, and/or letters of reference via email (with *Administrative Associate and Special Projects Manager* in the subject line) to Lisa Jeli (Head of School): lisa@presidiohill.org by January 10, 2022.

To learn more about PHS, please visit our [website](#).