

Opportunity for Employment

Summer Receptionist

Temporary Position: June 24 - August 2, 2024

8:30A - 4:30P/5 Days per Week

Compensation: \$20.00 - 22.00 Per Hour (depending on experience and qualifications)

Our Mission

Bertschi School educates children to become compassionate, confident, and creative learners in a global community.

Our Values

Our community values integrity, inclusiveness, respect, and a commitment to sustainable practices.

Our Pedagogy

Bertschi School believes that students learn best when they are:

- Safe and known in an inclusive community that values diverse perspectives
- Supported in developing social-emotional skills
- Provided academic choice and challenge at their “just right level”
- Engaged in meaningful work
- Encouraged to problem solve through inquiry, trial, and error
- Empowered to take risks and make change
- Given opportunities to collaborate and dialogue with a diverse group of learners

Our Diversity, Equity, and Inclusion Statement

Bertschi School values diversity and believes engaging our differences makes us better and stronger. We welcome and honor the unique contributions of people from all racial, ethnic, religious and socioeconomic backgrounds, gender identities, learning styles, physical abilities, and sexual orientations. Our commitment to equity drives us to be inclusive and diverse in all areas of our school

Our School

Bertschi School, founded in 1975, is a Washington State approved elementary school. We are an accredited member of the Northwest Association of Independent Schools (NWAIS), the National Association of Independent Schools (NAIS) and accredited by the Northwest Association of Accredited Schools (NWAC). The school serves children from prekindergarten through grade five.

General Summary

The Summer Receptionist position is responsible for oversight of the school office, school reception and customer service. Top candidates for this role will need to demonstrate a strong interest in education and embrace the culture of an elementary school.

Opportunity for Employment

Front Office Support

- Participate in the student arrival and dismissal process
- Be knowledgeable about school activities and events to provide support to parents, visitors, and faculty/staff
- Manage reception area, including greeting visitors, taking phone calls, and responding to email
- Coordinate and send communication around all summer camp events

Student Health & Wellness Support

- Provide basic first aid to students
- Maintain health records for all students and manage parent-approved OTC and prescription medications per public health policy
- Contact parents for student pickup and complete medical or injury reports as needed

Safe Schools Support

- Be aware of all school medical emergency procedures
- Help lead efforts to secure school campus, including monitoring the main entry point and maintaining visitor records
- Coordinate security support as needed

Skills and Competencies

- Detail-oriented and resourceful
- Strong verbal and written communication skills
- Ability to interact with students, families, faculty, staff, and visitors in a friendly and professional manner
- Ability to lift 25 lbs

Bertschi School offers competitive compensation and benefits, resources for professional growth, and a sense of shared mission and accomplishment. Bertschi School promotes a culture that encourages life balance and a healthy work environment where students, faculty, and staff are encouraged to contribute their own ideas and spirit. Salaries and benefits are in line with other independent private schools in the Northwest. For more information, visit our website at www.bertschi.org/jobs

Application Process:

No phone calls will be accepted. Interested candidates are invited to complete the [Bertschi application form](#) and submit a cover letter and resume to: employment@bertschi.org

Please submit materials in .PDF format.

Bertschi School is an equal opportunity employer seeking a more culturally diverse workplace. Bertschi School welcomes faculty and staff from various backgrounds of race, color, creed, national or ethnic origin, socio-economic status, gender, sexual orientation, or disability.