



## LF Department Assistant

Riverside School is a private school that serves students in grades K-8 with dyslexia and similar language-based learning differences. We provide one-on-one reading instruction, small class sizes, and a nurturing environment so that students can return to mainstream education fully prepared to realize their highest potential.

### Description:

- 24 hours a week, as approved by Director of O-G Teachers & Training
- This position reports directly to the Director of O-G Teachers & Training

### Qualifications:

- Highly-motivated and able to work independently
- Excellent oral and written communication skills
- Knowledge of marketing, research, and web design basics
- Knowledge of Google Sheets, Google Docs, and Google Forms

### Responsibilities:

- Assist the Director of O-G Teachers & Training with communication, documentation, and materials needed for the LF Department
  - Assist with necessary communication with LF Instructors
  - Track LF Instructor attendance, including check-in and check-out, review and manage requests for paid time off, and assist teachers in finding coverage for classes they will need a substitute teacher for
  - Assist with LF Training preparation
  - Assist with managing LF Shared Google Drive
  - Order and maintain supplies and instructional resources for the LF Department per Director of O-G Teachers & Training
  - Assist LF Instructors with Google Suite and RRMS technology questions
  - Assist with Interim and Report card submissions and checking
  - Provide other assistance as needed
- Manage all aspects of outside private tutoring for Riverside and Non-Riverside students
- Oversee administrative tasks of Subscriber Level Coursework, Associate Winter Class, and Certified Level Workshops.
- Other duties as needed