



**Staff Position**  
**Administrative Support**  
**Beginning mid-June 2018**

**Description**

Baker Demonstration School, an independent progressive PK-8 school on Chicago's North Shore, is seeking an exemplary Administrative Support person for its front office. We value candidates who genuinely love people and are warm, helpful, and professional in their interactions. The Administrative Support personnel will lead weekly and annual school-wide communications, database management, management of the school calendar, support meetings and professional development organization, and provide executive assistance to the leadership team. We place a high value on community and seek candidates who have excellent interpersonal skills and who will work well with all visitors, parents, students and colleagues. Baker Demonstration School places a high value on creating a diverse faculty and staff that reflects the cultural richness of Chicago.

**Requirements**

- Commitment to creating a kind, warm environment that supports the school community
- Excellent written communication and editing skills, as well as interpersonal communication skills
- Excellent organization and follow-through
- Technologically adept, particularly with database and communications technology; eager to learn new systems to improve school functioning
- Flexibility and responsiveness in order to care for the different situations that arise in school life
- Passion and skill to contribute positively to an educational environment that supports a lifelong love of learning, self-esteem, and respect for the community and the world in which we live
- Commitment to engaging in community conversations about equity and inclusivity
- Passion and skill to contribute positively to the school community and to develop strong relationships with students and families

**Qualifications & Skills**

- Possesses high energy, a strong work ethic, and a positive attitude
- Excellent organization skills, written communication, editing experience
- Experience with large-system databases; Google Suite technological experience & savvy
- Strong commitment to continued professional growth in a collaborative learning environment

**Organizational Relationships/ Reporting Structure**

Directly accountable to the Head of School for the performance of all responsibilities related to the position.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

**School Information**

Founded in 1918, Baker Demonstration School is an independent day school is committed to providing an exemplary Preschool, Elementary and Middle School progressive education to our 300 students. Our



students come from Chicago, Evanston, Wilmette and other North Shore communities. We believe that children learn best in an inclusive, creative community that encourages individual risk-taking and values learning by doing. Baker's experiential approach nurtures the development of the whole child enabling each student to be fully prepared for intellectual, artistic, physical and social/emotional challenges well beyond Baker.

At Baker:

- We cultivate our students' intrinsic motivation to learn and their active participation in the learning process.
- We foster excellence through critical thinking and integrated connections across academic and artistic endeavors.
- We promote collaboration while developing personal leadership.
- We foster citizenship by encouraging students to develop self-awareness and compassion for others.
- Baker celebrates individual, family and cultural differences and graduates students who appreciate diversity in all its forms.

### **Application Materials**

Candidates should submit a resume and letter of interest to [employment@bakerdemschool.org](mailto:employment@bakerdemschool.org).

### **Non-Discrimination and Disability Policy**

Baker Demonstration School is an equal opportunity employer and makes all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, gender, religion, national origin, sexual orientation, disability, or any other classification prescribed under applicable federal, state, or local law. We actively seek diversity among faculty and administration as well as among students. The school complies with the law regarding reasonable accommodations for employees with disabilities. Applicants requiring reasonable accommodation in order to participate in the application/interview process are requested to contact the School in order to arrange such accommodation.