



School & Transportation Coordinator for Immediate Hire

About Shefa:

The Shefa School is a Jewish community day school in Manhattan, serving students in grades K-8. Since opening in September 2014, Shefa has enrolled children who benefit from a specialized educational environment in order to develop their strengths while addressing their learning challenges. We specifically serve students with language-based learning disabilities who have not yet reached their potential levels of success in traditional classroom settings. Shefa is a pluralistic community school, serving families across the range of Jewish involvement and observance.

About the Position:

The Shefa School is seeking a full-time school & transportation coordinator to perform a variety of office and administrative duties to support the daily operations of the school.

Key Responsibilities:

School Coordinator duties include overseeing student transportation, managing student arrival/dismissal routine, preparing the daily dismissal report, and ensuring the accuracy of all student attendance records. Other duties include answering phones, managing the student lost + found, booking field trips and transportation, greeting visitors at the front desk, maintaining inventory of school supplies and collaborating on the many other projects that are performed by a busy school office.

Qualifications:

The ideal candidate will have experience working in a school office or other administrative setting and will be able to collaborate and maintain relationships with families, students and colleagues. Candidates should demonstrate strong verbal and written communication as well as experience with office software applications and organizational systems. Candidates must possess a strong attention to detail, superior organizational skills, and ability to learn on the job. The person needs to be resourceful and proactive. We seek individuals who are friendly and warm, flexible and dependable, take initiative, and are able to develop and maintain effective professional relationships.

We believe in investing in our employees' development and aim to provide a supportive work environment characterized by thoughtful and generous feedback and opportunities for growth and advancement.

The Shefa School is committed to the values of diversity, equity, and inclusion and ensuring a warm, welcoming, and nurturing environment for all. We are an equal opportunity employer and do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We especially encourage candidates from historically underrepresented communities to apply.

Salary Range: \$60,000.00 - \$80,000.00 commensurate with experience

Please send a cover letter and resume to: jobs@shefaschool.org