



POSITION AVAILABLE

School Administrative Assistant

POSITION OVERVIEW

Kurn Hattin Home and School for Children, located in Westminster, VT, is a residential home and school for children ages 5-15 whose families are experiencing challenging circumstances. Nestled on 280 acres in Westminster, Vermont, Kurn Hattin is committed to providing not only academic instruction, but also a nurturing residential community where children are supported socially, emotionally, and academically.

We are seeking a compassionate, adaptable, and mission-driven School Administrative Assistant to join our nonprofit residential school community serving children in grades K–8.

The successful School Administrative Assistant will have the ability to work with many people and competing demands professionally and with a personable nature and calm/consistent demeanor. The successful candidate will have a high school diploma, three years' office experience, proficiency in word processing and data base programs, and use of g-mail to communicate and share files. Confidentiality and a high level of ethical behavior are a must.

Key Responsibilities

- Prepare correspondence and reports
- Handle phone calls
- Maintain academic records
- Support and supervise students
- Manage school data systems (training provided)
- Distribute mail
- Order school supplies
- Arrange substitute teacher coverage
- Working closely with the Principal and Dean of Students

Working Environment

This position is based within a residential school setting serving children who may have experienced significant life challenges. Teachers work closely with residential staff, counselors, and child services team members to provide consistent support and stability for students both inside and outside the classroom environment.

Compensation and Benefits

Kurn Hattin offers a generous benefit package including insurance, short term disability, life insurance, paid time off, and a retirement package.

Please submit your resume along with a cover letter to humanresources@kurnhattin.org

Job Title: School Administrative Assistant

Reports To: School Principal

Salary Range: \$22.00 – \$25.00 per hour

Equal Opportunity Statement

We are committed to creating an inclusive and welcoming environment for all students, staff, and families. We encourage applicants from diverse backgrounds and experiences to apply.