



# Crowden

*Music changes everything*

## The Crowden School: School Secretary

*The Crowden School seeks a part-time School Secretary, to begin in Spring 2022. Regular hours are Monday–Friday from 7:30am to 12:30pm.*

*Crowden is committed to creating a diverse environment and is proud to be an equal opportunity employer. We value an inclusive community of students, parents, faculty and staff, and supporters, celebrating our many differences and uniting in our shared love of music of all kinds and origins. Crowden does not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Applicants from diverse backgrounds are strongly encouraged to apply.*

### Background

Crowden Music Center in Berkeley is a non-profit organization where students come to receive a world-class education with music at its core. Founded in 1983 by Scottish violinist Anne Crowden, today Crowden serves an annual audience of 12,000 with a rich array of workshops, events, and concerts. Each year, more than 1,600 music students of all ages and levels of ability participate in Crowden’s private lessons, music classes, ensembles, and summer programs for the general community. Crowden’s flagship program is The Crowden School, the first of its kind in the nation: a coeducational day school for grades three through eight that provides a transformative education with chamber music at the heart. Crowden’s distinctive educational offerings also include the John Adams Young Composers Program and renowned chamber music programs for both youth and adults. In addition, Crowden is an active center for music rehearsals, performances, and recitals for students and professional musicians. It plays an important role in music education in the greater San Francisco Bay Area.

### Position Summary

The School Secretary serves as the face of The Crowden School, and helps to ensure effective organization and timely communication between the School administration and the faculty,

staff, students, and families in the Crowden community. This position requires discretion and diplomacy. Regular hours are Monday–Friday 7:30am–12:30pm.

## Essential Responsibilities and Duties

The School Secretary works in close partnership with the Principal, understanding priorities and anticipating needs. Duties include, but are not limited to:

- Act as general receptionist for The Crowden Music Center, answering, screening, and directing incoming calls.
- Handle a variety of student, parent, and faculty requests.
- Track and record daily attendance, provide attendance reports, and alert parents about tardy policies.
- Contact parents in the event of student illness or behavioral issue.
- Provide basic first aid to students as needed.
- Handle daily internal communication of school schedule including absences, early dismissals, parent volunteers, ongoing issues, unexpected room usage, and tours/visitors.
- Review, edit, and revise communications on a variety of topics, including material of a sensitive and confidential nature.
- Prepare content for weekly e-newsletters.
- Regularly review the content of the Crowden website, and Crowden information as displayed on third-party websites, working with the Director of Communications to ensure that the information is up-to-date.
- Assist in the coordination and management of parent volunteers.
- Ensure appropriate staffing for daily yard and lunch duty.
- Provide support for teacher and staff absences, arrange for substitutes as needed.
- Collaborate with the Principal to prepare and maintain school calendars, faculty and family handbooks, and student rosters.
- Design and publish school directory, classroom rosters, and emergency contact sheets
- Oversee and coordinate materials, logistics, and support for faculty and staff meetings.
- Assist in the scheduling, planning, and coordination of events such as concerts, school assemblies, professional development, and community-building events.
- Assist with the scheduling and implementation of fire drills and other evacuation procedures.
- Maintain Crowden School students' student forms, records, and files.
- Mail student report cards, transcripts, and cumulative records as requested and/or upon graduation.
- Ensure the proper storage of alumni records.
- Plan, organize, and manage Fall and Spring Parent-Teacher Conferences.
- Manage paperwork in support of school field trips, collecting and recording permissions and drivers' insurance.
- Compile teachers' supply orders and work with Office Manager to ensure their delivery.

- Order school t-shirts/sweatshirts and manage “concert-wear” inventory.
- Coordinate hospitality and food for various faculty and staff meetings and events.
- Ensure a proper transfer of responsibilities and daily updates to the Office Manager at end of shift.
- Attend events and staff meetings as requested.
- Perform other duties as assigned.

## Qualifications

- Knowledge, understanding, and commitment to the The Crowden School mission, vision, and core values.
- Experience in a school setting or educational environment; experience working in a small, non-profit organization a plus.
- Bachelor’s degree or equivalent experience.
- Excellent interpersonal, communication, and organizational skills.
- Ability to exercise discretion and maintain confidentiality.
- Interest and experience in working with children and parents.
- Strong collaboration and teamwork skills, while also able to work independently.
- Ability to juggle multiple projects.
- Demonstrated initiative and problem-solving skills.
- Proficiency in the use of Google Suites, MS Word and Excel.
- Experience with salesforce or similar CRM database is preferred.
- "Can-do" attitude; sense of humor.
- An interest in classical music and music education.
- Willingness and ability to do light lifting.

## Compensation

Hourly rate commensurate with experience. Group medical insurance beginning on the first of the month after 90 days of employment.

## To apply:

Send cover letter and resume to:

Marion Atherton (she/her)  
Interim Principal, The Crowden School  
1475 Rose Street  
Berkeley, CA 94702  
[matherton@crowden.org](mailto:matherton@crowden.org)