

## **Position: Administrative Assistant**

- I. ACCOUNTABILITY OBJECTIVES: Responsible for talking with prospective parents and students on enrollment process, daily administrative tasks of the high school, such as answering phones and email, taking notes, forwarding calls, maintaining student attendance and absences, correspondence with families and other school districts, greeting and guiding visitors, assisting administrators and teachers, and other duties as assigned.
- II. CLASSIFICATION: Full Time Salaried 12-month Employee; Salary commiserate upon experience.
- III. POSITIONS RELATIONSHIPS:
  - a. Reports to: Director of Operations
  - b. Coordinates with: Principal and building staff
  - c. Type of Coordination: As directed by administrator or others with coordination responsibilities
- IV. QUALIFICATIONS:
  - a. Desired training and experience: High School Diploma required, Associate's Degree in related field preferred. Prior experience as a receptionist or in related field. Consistent, professional dress and manner. Excelled written and verbal communication skills. Competency in Microsoft applications including Word, Excel, and Outlook. Good time management skills.
- V. POSITION RESPONSIBILITIES:
  - a. Greet students and visitors with a positive, helpful attitude.
  - b. Assisting visitors in finding their way around the school building.
  - c. Helping maintain workplace security by issuing, checking and collecting badges as necessary and maintaining visitor logs.
  - d. Answering, forwarding, and screening phone calls in a professional manner while using excellent customer service skills.
  - e. Entering and updating student information into ProgressBook system.
  - f. Helping with the enrollment process and paperwork.
  - g. Entering daily attendance and absences.
  - h. Assisting with a variety of administrative tasks including copying, faxing, scanning, filing, taking notes.
  - i. Assisting administration team with various tasks.
  - j. Creating new student files, contacting to receive correct paperwork and scheduling new student orientations.

- k. Calling and updating the Watch List for students close to dropping due to poor attendance.
- l. Mailing and keeping track of students on Truancy lists.
- m. Ordering supplies for staff and students.
- n. Creating POs and filing Invoices.
- o. Preparing, sorting and distributing mail.
- p. Updating student call list phone numbers when not being reached.
- q. Taking student photos for bus cards, handing out bus tickets.
- r. Preparing meeting rooms for community and board events.
- s. Ordering catering for board meetings and community events.

Please send your resume and cover letter to [D.Zeffren@Promise-Academy.com](mailto:D.Zeffren@Promise-Academy.com).