

EXCELSIOR CHARTER SCHOOLS

JOB DESCRIPTION

TITLE: Administrative Assistant- School Site

BASIC FUNCTION:

Under the direction of the Principal, this position provides secretarial and administrative support to the Principal; communicating information and supporting a broad array of services provided to students, parents, and other staff as assigned.

ESSENTIAL DUTIES:

- Know and be committed to Excelsior's Vision, Mission, and Values.
- Supports Principal for the purpose of assisting with their administrative functions.
- Assist other personnel for the purpose of supporting them in the completion of their work activities as assigned.
- Collect fees and/or funds from student events (e.g. ticket sales, field trips, student fee money, etc.) for the purpose of ensuring the accuracy and timely completion of transactions.
- May coordinate a variety of programs and/or activities for the purpose of ensuring availability of facilities and delivering service in conformance to established guidelines.
- Coordinates regularly with district office (Human resources, IT, and Business department) regarding sub requests, and any other business related tasks as assigned.
- Perform general clerical duties to include but not limited to bookkeeping, scheduling, faxing, mailings, sending calendar invites, filing and maintaining organizational documents and reports.
- Prepares a wide variety of reports and written material (e.g. minutes, class schedules, notices, forms, calendar invites, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information to the Principal.
- Responds to inquiries and provides information and assistance to Excelsior staff, faculty, parents, and students as assigned; apply and explain Excelsior rules, regulations, and procedures; facilitates communication among department and/or providing direction as may be required.
- Maintain Principal's calendar to coordinate work and meetings.
- Assists with curriculum and assessment duties as assigned (e.g. printing of documents, stocking shelves, distributing and receiving materials to/from appropriate facilitators/teacher, check-in/out testing materials and textbooks to appropriate Facilitators and students, enter student data into computer system.)
- Maintain confidentiality in all aspects of student, staff and school information.
- Maintain a clean, safe and orderly work environment.
- Remain current regarding new programs, requirements and new regulations. Pursue academic and professional growth and development as approved; continually seek learning experiences.
- Attend meetings, organize and participate in activities relevant to assigned field.

- Attend staff development sessions as required by Principal.
- Assist with other such duties as may be assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Laws, rules and regulations related to Charter Schools, including applicable sections of the State Education Code and Board policies or other applicable laws.
- Operation of office machines including a computer and specified software applications, practical experience in Microsoft office or MOUS certification.
- Broad knowledge of proper grammar usage and the ability to edit efficiently.
- Excelsior's policies and procedures.

ABILITY TO:

- Demonstrate outstanding interpersonal, organizational, written and verbal communication skills.
- Maintain a flexible work load.
- Receive and obtain direction from immediate supervisor and act accordingly in a timely manner.
- Organize, coordinate and take initiative of assigned projects.
- Be an active listener and have positive, professional interactions at all levels and in all situations in order to maintain effective relations with students, staff, parents and community members.
- Adjust to the ever-changing technology and operate a variety of office equipment including word processor, computer, printer, scanner, facsimile machine, calculator, copier, etc.
- Work independently and participate as a team member in a collaborative environment.

QUALIFICATIONS:

- Minimum of a High School Diploma or Equivalent.
- College Level course work in relevant field and or 1-3 years of clerical experience.
- A Valid Driver's License.

WORKING CONDITIONS:

- School campus environment, office environment and various community events
- Irregular or extended work hours.
- Requires moderate lifting, 15-50 pounds.
- Generally the job requires 70% sitting, 15% walking, and 15% standing
- Will require travel to various locations.