

Birmingham Community Charter High School Administrative Assistant to AP/Director

Title: Administrative Assistant to AP/Director
FLSA Status: Non-Exempt
Reports to: Assistant Principal/Director
Supervises: N/A

DEFINITION:

Under the direction of an assigned Assistant Principal/Director, supports the administrator in carrying out his/her functional responsibilities and serving on behalf of the administrator; plan, organize and coordinate office activities and communications to relieve the director of routine administrative and clerical details; ensures and maintains efficiency of office operations and productivity in a regular and timely manner; documents and communicates information, activities and actions; provides one direct contact for questions, comments, concerns, interpretations, comparisons and/or recommendations; provides confidentiality and systems of access to information; maintains operating expenses within budget and processing of payments.

ESSENTIAL FUNCTIONS:

- Support assigned administrator(s) by assisting them in carrying out their school-wide functional responsibilities and relieving them of clerical detail; school-wide responsibilities for which this position provides assistance include, but are not limited to:
 - Athletics
 - Master scheduling
 - Special education
 - Student appeals of disciplinary decisions
 - Freshman orientation/ registration
 - Special events (Back to School Night, Open House, etc.)
- Check reports, forms, correspondence, records and other data for verifying their accuracy, completeness and compliance with established standards and making corrections as necessary;
- Review a variety of reports, minutes, and correspondence; obtain related information; and maintain or ensure routing and follow-up procedures;
- Obtain and summarize information as requested by the administrator and as necessary to perform the work of the office;
- Maintain office procedures, layout, equipment, clerical policies and procedures;
- Coordinate/oversee office and inter-departmental functions, activities and communication (e.g. meetings, schedules, appointments, calendars, supply orders, forms for equipment/repairs, etc.) for maintaining efficiency of office operations and productivity of personnel;
- Assist with the design/product of a variety of materials (e.g. brochures, reports, memoranda, letters, records, flyers, forms, booklets, etc.) for communicating information to state, county and federal agencies;
- Provide program information and procedural guidance to other office personnel and student aides in response to requests for clarification;
- Organize and oversee charter school activities as assigned for ensuring that departmental services are provided efficiently in accordance with objectives;
- Prepare /disseminate/organize/maintain a variety of documents (e.g. correspondence, agendas, minutes of meetings, lists, reports, memoranda, etc.) for documenting and communicating program activities and actions;
- Receive/screen/process visitors, telephone calls and mail for coordinating and directing inquiries to appropriate parties;
- Respond to inquiries and/or concerns for evaluating and determining the appropriate action/referral;
- Resolve administrative concerns and inquiries;
- Event planning; assist with holiday, staff appreciation and end of the year celebrations;
- Event planning for various departments, including catering requests;
- Maintain confidentiality of information; coordinate and maintain staff/student confidential files;

- Help train and orient staff members as needed with specific duties; fill in when clerical staff is on leave or when a position is vacant;
- Maintain positive relations within departments and/or various staff members;
- Help with coordination of field trips (purchasing);
- Enter facilities requests for various events/meetings;
- Work with other offices as necessary to accomplish job tasks;
- Assist with clerical tasks of other offices when closed or unavailable;
- Assist administrator in researching issues in order to present relevant material to various audiences and/or improve the operations or performance of the charter;
- Purchase and place orders on behalf of various departments and staff by:
 - Requesting quotes from vendors
 - Obtaining W9s and accounts receivable contact information from vendors
 - Creating purchase orders, modifying when needed
 - Using proper account strings and budget funding sources
 - Obtaining invoices from vendors
 - Reconciling credit card statements
 - Ensuring items and/services from orders have been received
 - Ensuring purchase orders can be paid/closed
- Organize conference travel logistics by:
 - Creating Pre-Approval Travel packets and obtaining required signatures
 - Creating purchase orders
 - Processing registrations
 - Booking flights, lodging and transportation (when needed)
 - Creating travel itineraries for conference attendees
 - Assist with processing travel reimbursements
- Perform a variety of diversified administrative tasks and clerical duties in support of an assigned office or program; and
- Perform related duties as assigned;

KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Basic arithmetic
- Operation of computer and various office machines
- Proper account strings and funding sources for purchase orders
- Microsoft Office, Word and Outlook
- Web browsing techniques
- Telephone techniques and etiquette
- Record keeping and report preparation
- Interpersonal skills using tact, patience and courtesy

ABILITY TO

- Perform advanced-level administrative support duties requiring independent judgment and analysis
- Plan, organize and coordinate office activities and communications to relieve the administrator of routine clerical details
- Work independently with little direction
- Transcribe materials accurately as required by the position
- Operate computer software applications, i.e., Microsoft Word, Excel, Power Point, Outlook, internet, etc.
- Analyze situations accurately and adopt an effective course of action
- Prepare letters, forms, memoranda, bulletins, reports, flyers or other material and routine correspondence from detailed or rough copy or general directions
- Proofread completed typing assignments
- Read, interpret, apply and explain rules, regulations, policies and procedures

- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Add, subtract, multiply and divide quickly and accurately
- Maintain behavior that is professional and responsible
- Demonstrate attendance sufficient to complete the duties of the position as required
- Establish and maintain cooperative and effective working relationships with others
- Establish/maintain positive working relationships with students, parents, other staff members, and the public using proper customer service etiquette such as patience, positive interactions finding solutions
- Be motivated to produce high quality work product
- Comprehend and follow directions

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency.

An Associate of Arts degree from a recognized college or 60 semester or equivalent quarter units from a recognized college or university preferred. Courses in Microsoft Office, office practices and procedures, business arithmetic, and business English preferred.

EXPERIENCE:

Minimum of three years of increasingly responsible administrative, secretarial or clerical experience demonstrating successful support of an administrator or an office with multiple, complex, organization-wide programs that have consequential deadlines.

PHYSICAL DEMANDS:

- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl
- Perform light physical exertion
- Lift and carry up to 25 pounds
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work at a desk, conference table or in meetings of various configurations
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date