

Birmingham Community Charter High School Main Office Assistant

Title: Main Office Assistant
FLSA Status: Non-Exempt
Reports to: Executive Assistant to the Principal/ CEO
Supervises: N/A

DEFINITION:

Under the direction of the executive assistant to the Principal/ CEO, performs a variety of diversified and complex clerical duties requiring a working knowledge of specialized subject matter, programs and functions (e.g., ensure scheduling of substitutes; attend board meetings to take minutes and prepare final minutes for next board agenda); duplicates and distributes copies of board agenda packets; greets and assists parents, students, staff and visitors; exercises judgment and initiative to complete critical tasks within time frames.

ESSENTIAL FUNCTIONS:

- Perform a variety of diverse, moderate to complex clerical duties related to, for example, scheduling substitutes, taking and preparing minutes, assisting students, parents, teachers
- Oversee daily teacher substitutes by:
 - maintaining and updating sub folders, logs and vendor invoice information;
 - ensuring availability of emergency lesson plans, keys, laptops, and other needed materials and supplies daily
 - preparing paperwork and copies for assignments
 - communicating with staffing agency regarding sub needs and performances
 - verifying sub hours on a weekly basis
 - Ensure summer substitute coverage by directly communicating with the administrator to address all needs effectively.
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- Support administrators by ordering supplies and coordinating travel for conferences
- Track of certificated absences, collect and log Absence Request Forms as well as send out reminder emails
- Order substitutes as needed for school business coverage (professional development, field trips, etc.)
- Manage classroom period teacher coverages; help coordinate coverage for various offices
- Prepare preferred coverage monthly report
- Attend, as assigned, board meetings, providing support including, but not limited to:
 - Communicating with multiple administrators to review their board reports for accuracy;
 - Distributing board packets to board members; ,
 - Reviewing board packets to ensure they match the agenda
 - Uploading board packets to a shared drive
 - Archive all board documents to ensure availability for public review upon request
 - Prepare board documents, as needed, for district oversight and WASC visits
 - Taking minutes of meetings; and
 - Preparing final minutes for approval at next meeting
- Duplicate and distribute board agenda packets and sensitive materials for the Principal/CEO
- Participate in a variety of special projects as assigned such as assisting in coordination of faculty events/ celebrations
- Assist parents, teachers, students, staff at counter and on phone, responding to a variety of inquiries, providing information in a tactful and courteous manner and directing them to the right office or person

- Maintaining positive public relations and customer service
- Answer phones and professionally greets callers, taking and distributing phone messages timely and accurately including detailed messages for the Principal/CEO and other administrators, as needed
- Communicate with other departments, staff and outside organizations to exchange information and resolve issues or concerns related to assigned activities; prepare and coordinate schedules and calendars as directed
- Assist in the collection of data required for the preparation of reports to the charter entity, WASC, and other appropriate bodies
- Facilitate the return of confiscated student items, ensuring they are promptly and properly returned to the parent or guardian.
- Prepare staff absence reports for administrators upon request
- Prepare letters, forms, memoranda, bulletins, reports, flyers or other materials and routine correspondence from detailed or rough copy or general directions; proofread completed typing assignments; copy materials
- Receive, sort and distribute mail; coordinate mailings, copying and faxing; prepare and distribute informational packets and bulk mailings as directed
- Assist employees with time reporting questions; log classified employee absences, tardies, and early departures
- Distribute and log grade change forms
- Base responder for all radio communication
- Respond to fire alarm and radio communication, including communication with monitoring company to call in false alarms and putting alarm on test mode
- When the health office staff is unavailable, assist with students in health office by distributing medications and ice packs. Manage health-related tasks and oversee the check-in and check-out process for students
- Revise school documents as needed
- Maintain all office equipment and monitor inventory levels of office supplies and materials; order, track, receive, and distribute office supplies and equipment, including communicating with vendors as needed
- Support with the ordering, inventorying, and distribution of school supplies, including, but not limited to:
 - Receiving orders from staff for school-wide needs;
 - Research possible vendors;
 - Inventorying current supplies prior to placing an order; and
 - Placing orders for review and approval by the appropriate administrators
- Assist with the design, coordination, and ordering of items such as promotional posters, brochures, folders, lanyards, and stickers, including, but not limited to:
 - Communicating with multiple vendors to ensure a seamless process from design to distribution/ installation;
 - Ensuring that promotional materials meet the needs of the school;
 - Obtaining approval from multiple administrators prior to placing orders; and
 - Ensure that if posters are to be hung on city-owned property, the school is in compliance with all city regulations.
 - Coordinate classroom photography and studio sessions for use in advertising materials.
- Manage and maintain staff parking pass log
- Manage key inventory and distribution by:
 - Regularly communicating with the administrator in charge of keys and the human resources department to determine if individuals require new or additional keys;
 - Distributing keys to employees and vendors as directed by the appropriate administrator;
 - Maintain a log of staff keys;

- Inventorying current key supplies to determine if more need to be ordered; and
- Collecting keys from employees upon separation or from vendors upon completion of their job.
- Assist in the maintenance of the school website and social media accounts
- Assist in the coordination of school-wide events, including the ordering of food
- Oversee student office workers assigned to the main office and student tour leaders, including providing thorough training, clear guidance on daily tasks, maintaining attendance records, and entering grades
- May provide translation verbally and written in a second language as needed
- Assist in providing support to other offices as needed
- Serve as the backup for the executive assistant to the Principal/ CEO in his/ her absence
- Perform related duties as assigned

KNOWLEDGE OF:

- Operation of a computer and assigned software
- Modern office procedures and equipment
- Record keeping and report preparation
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Telephone techniques and etiquette
- Basic data and information gathering methods including web browsing techniques
- Basic arithmetic
- Interpersonal skills using tact, patience and courtesy
- Organization operations, policies and objectives

ABILITY TO:

- Multi-task and complete work with many interruptions
- Organize files, keep accurate records
- Effectively utilize a computer for word processing, spreadsheets, databases, internet and Email, to input, edit, extract, and format data and information
- Type accurately and rapidly using a computer keyboard
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with adults and students
- Operate standard office equipment including a computer and assigned software
- Meet schedules and timelines
- Perform filing, typing, duplicating and maintaining records
- Work confidentially with discretions
- Understand, interpret and apply pertinent rules, guidelines and procedures
- Receive, sort and distribute mail
- Answer telephones and greet the public courteously

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 are preferred.

EXPERIENCE:

Minimum of three years of previous clerical office experience.

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