PHILADELPHIA™
PERFORMING ARTS
A STRING THEORY CHARTER SCHOOL

VINE STREET CAMPUS (6-12)
1600 Vine Street
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Executive Administrative Assistant to Secondary Leadership (MS/HS)

Philadelphia Performing Arts: A String Theory Charter School
Vine Street Campus | 1600 Vine Street | Full-Time

Philadelphia Performing Arts: A String Theory Charter School is seeking a full-time **Executive Administrative Assistant to Secondary Leadership (MS/HS)** to support middle and high school programs at our Vine Street Campus (1600 Vine Street). Serving students in grades 6–12, our school provides a unique educational environment designed to grow the next generation of creative leaders through a rigorous blend of academics, arts and sciences majors, and a technology-infused, project-based, standards- and competency-driven curriculum.

This role provides comprehensive administrative, academic, and operational support to ensure smooth communication with families, accurate reporting, compliance, student tracking, and day-to-day school operations. The coordinator works closely with academic leadership, operations, admissions, and front office staff to support students, families, and faculty.

Qualifications

- Associate's or Bachelor's degree
- Required clearances: Criminal History, Child Abuse, and FBI (Acts 34, 151, and FBI)

Key Responsibilities

Academic & Departmental Support Responsibilities include, but are not limited to:

- Manage and distribute academic reports, including:
    - Report cards
    - Interim progress reports

    - Transcripts
    - Invoices

      (via PowerSchool MBA Reports and ParentSquare SecureDocs)
- Coordinate testing compliance correspondence, schedules, and updates
- Prepare and send Title I correspondence; maintain documentation and calendars for audit requirements
- Support counselors with 504 plan DocuSign processes
- Compile and distribute summer assignments and orientation communications for rising grades (6–8 and HS)
- Create and manage mail merges for:
    - Summer school notices and completion letters
    - Testing results
    - Summer Bridge communications
- Produce certificates, name tags, labels, and awards materials
- Compile and send weekly parent-facing newsletters
- Support Moving Up Day and other academic ceremonies

Operations & Front Office Support Responsibilities include, but are not limited to:

- Support the front desk as needed (answer phones, handle in-person inquiries)
- Assist with student arrival and daily needs (IDs, uniforms, late phones, etc.)
- Manage office email and phone communications and redirect as appropriate
- Order and maintain supplies (labels, office materials, etc.)
- Handle certified, legal, and FedEx mail; maintain records
- Track and communicate with families regarding technology fees and activity fees
- Send emergency alerts and school-wide communications
- Maintain event attendance records for Open Houses, Back-to-School events, and orientations
- Prepare signage, Google Forms, QR codes, and materials for school events

Climate, Safety & Student Tracking Responsibilities include, but are not limited to:

- Assign and manage lockers/locks for grades 6–12; maintain inventory and resolve issues
- Support student ID management, replacements, and fee communication
- Assist with student attendance tracking and transpass/compass processes
- Prepare suspension documentation (as assigned)
- Create and maintain security calendars for 12-month employees

Admissions & Community Engagement Responsibilities include, but are not limited to:

- Support admissions events by preparing materials, signage, and QR codes
- Track RSVPs and attendance for placement days and registration events
- Communicate registration deadlines and event information to families

Staffing & Administrative Support Responsibilities include, but are not limited to:

- Maintain hiring spreadsheets and track applicant communication
- Assist with candidate outreach and vetting processes
- Support onboarding tasks as assigned
- Attend and contribute to weekly operations meetings
- Participate in ParentSquare training to remain current on communication tools
- Track teacher time and attendance (role-dependent)
- Support payroll processes as assigned

Skills & Competencies

- Excellent organizational and time-management skills
- High attention to detail, professionalism, and confidentiality
- Strong written and verbal communication skills
- Proficiency with **Google Workspace (Drive, Docs, Sheets, folders)**, **PowerSchool**, **ParentSquare**, and mail merge tools
- Ability to manage multiple priorities across departments
- Comfortable building relationships with students and families through thoughtful, frequent communication
- Experience working in diverse settings
- Ability to problem-solve and work in a collaborative environment
- Experience in a school or educational setting preferred

Benefits

- Access to innovative technology resources and a modern learning environment
- Excellent health benefits (for you and your family), retirement benefits, and more

How to Apply

Please visit https://www.stringtheoryschools.org/career/join-our-team to learn about the application process. Send all required materials to:
employment@stringtheoryschools.org