

COEUR D'ALENE CHARTER ACADEMY

Job Description

Front Office / Activity Assistant

Classified | Part-time | At-will

Reports To	Charter Administrator / CFO & Activities Director
FLSA Status	Non-exempt
Schedule	210 days; 10:00 a.m. to 1:45 p.m., Monday through Friday
Start Date	October 19, 2026; open until filled
Evaluation	Annually by the Charter Administrator/CFO, with input from the Activities Director, in accordance with Board policy

POSITION SUMMARY

The Front Office / AD Assistant provides secretarial and clerical support to the Vice Principal / Activities Director and the school front office. The position works under the direction of administrators, does not supervise staff, and refers decisions on policy, discipline, eligibility, and budget to the appropriate administrator.

QUALIFICATIONS

- High school diploma or equivalent.
- Prior secretarial, clerical, or front desk experience preferred, ideally in a school.
- Proficiency with word processing, spreadsheets, email, and student information systems.
- Current CPR/First Aid certification preferred, or willingness to obtain it.
- Ability to maintain the confidentiality of student records consistent with FERPA.
- Satisfactory criminal history background check as required by Idaho Code.

ESSENTIAL FUNCTIONS

Front Office Operations

- Performs clerical tasks in the school offices.
- Answers, screens, and directs incoming calls; checks voicemail and forwards or responds to messages.
- Greets visitors, directs them to the appropriate staff, and ensures they sign in and out.
- Answers routine inquiries at the window and refers other questions to the appropriate staff member.
- Receipts incoming money for purchases and fees.
- Delivers messages to students.
- Provides clerical support to teachers and support staff.
- Covers front office lunch breaks, sick days, and pto.

Attendance

- Ensures students sign in and out at the front office window when entering or leaving during school hours.
- Records tardies and assists in maintaining daily attendance records in the school database.

Student Health and Safety

- Assists ill or injured students.
- Maintains visual contact with the flow of people entering and exiting the building to keep the front entrance secure.

Activity Assistant

- Maintains calendars for athletic meetings and events, including the school event calendar.
- Helps with reserving accommodations, including courts, hotels, and ski hills.

- Maintains records for student physical exams and all required documentation..

KNOWLEDGE, SKILLS, AND ABILITIES

- Friendly, professional demeanor with students, families, staff, and visitors.
- Strong organization and attention to detail; ability to handle interruptions and shifting priorities.
- Sound judgment and discretion in handling confidential student and health information.
- Accurate handling of money and attendance records.

WORKING CONDITIONS

Work is performed in a busy school front office with frequent interruptions. Requires the ability to move throughout the building, respond to ill or injured students, and occasionally lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT TERMS

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Academy at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and as such are set forth only to advise the employee of when and what type of services will be required by the Academy so long as the employment continues.

An employee working in this position shall at all times be subject to the direction of the Principal, to whom said employee has primary responsibility, and at all times shall be subject to the rules, regulations, and policies of the Academy as promulgated by the Board of Directors. The employee shall be held responsible for having knowledge of said Academy rules, regulations, and policies which have been reduced to writing and made available to the employee at the Clerk of the Board’s office.

The salary shall be commensurate with the employee’s position as determined by the policy for classified employees. The employment period shall be the 210-day schedule set in Academy policy. The daily work schedule is 10:00 a.m. -1:45 p.m., Monday through Friday after the first week. This position is unbenefited.

Coeur d’Alene Charter Academy is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or any other protected status. This job description may be revised by the Board as the needs of the Academy change.