



## **Administrative Assistant**

Under the supervision of the Head of School, provides support in a wide range of office and school operations; coordinates and organizes office activities and coordinates flow of communications and information for the Head of School; provides support by planning, organizing, supervising and participating in the school office administrative operation; maintains confidentiality of sensitive and personal information; prepares and maintains a variety of records and reports related to assigned activities. This position reports to the Head of School.

### **Major Responsibilities & Duties:**

- Performs diverse office-related managerial responsibilities within areas and limits of authority as delegated by the Head of School; coordinates and organizes office activities and coordinates flow of communications and information for the Head of School
- Handles routine issues and emergencies concerning employees and students, makes decisions independently and collaboratively and recommends action as appropriate.
- Compiles information and prepares and maintains a variety of records and reports related to assigned activities.
- Maintains confidentiality of various aspects of school operation including sensitive and personal information.
- Performs a variety of secretarial work, including typing, proofreading, filing, recording information and processing and distribution of correspondence.
- Provides training and work direction to assigned office personnel, organizes and expedites the workflow of the school site and offers guidance and direction to other school personnel as needed.
- Serves as major program information resource person and liaison between schools, departments, and other locations; disseminates accurate and timely information and direction to students, parents, staff and visitors.
- Communicates with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues and concerns.
- Receives and greets visitors and provides information to parents and the public; screens correspondence and telephone calls for administrator and staff.
- Secures substitutes in order to assure adequate coverage for school site.
- Attends and participates in assigned meetings and trainings; prepares minutes from notes as required.
- Updates and maintains multiple calendars as assigned; organizes appointments and meetings and makes arrangements for school visitations and facility use.
- Answers questions and resolves situations involving students, parents, public, and staff through knowledge of school policies and general rules and regulations.
- Administers first aid and dispenses approved medication to students in accordance with organizational policy as assigned.
- Tracks and orders assigned school supplies according to established procedures and assures appropriate levels of supplies are maintained.
- Operates a variety of office equipment including copier, fax machine, two-way radio, computer and assigned software.

**Qualifications:**

- Highly organized, detail-oriented, and capable of managing a wide range of responsibilities while maintaining a friendly, positive attitude.
- Excellent communication and writing skills.
- Experience with Word, Excel, and Power Point.
- Knowledge of FACTS Renweb student information system a plus.
- Bachelor's degree and related organizational experience preferred.
- Creative and artistic vision and direction a plus.
- Experience with photography, videography, website content management and design, and social media marketing if possible.
- Outstanding verbal and written communication skills.