

Position: School Administrative Assistant
School: Imelda Davis Early College High School
Supervisor: Campus Administrative Leaders
Number of days to be worked: 234



Primary Role and Purpose:

To assist in the attainment of campus objectives by ensuring that office management is conducted with an effective, efficient, and professional manner. Must maintain a welcoming attitude that always demonstrates teamwork. Greet and announce school visitors appropriately by use of proper telephone etiquette. Will direct calls appropriately to school staff. Provide needed assistance and communicate effectively with principal, vice-principals, and all school staff. Be attentive, patient and fair with students. Treat parents as valued and respected customers.

Qualifications:

- Knowledge of in-office procedures to include bookkeeping, record keeping, scheduling and proper telephone etiquette

Education:

- High school graduate or GED equivalent

Skills:

- Typing skills of at least 35 words per minute
- Knowledge of computer software programs to include word processing, database, and spreadsheets
- Knowledge of office machines and equipment applicable to the position
- Possess exceptional organizational skills
- Possess excellent customer service skills
- Ability to communicate and to maintain effective working relationships with administrators, staff, students, and parents
- Ability to problem-solve effectively

Experience:

- Minimum of 2 years in an office environment

Responsibilities and Duties:

- Directly support Professional Staff assigned to specific State Compensatory Education (SCE) programs / functions / activities
- Welcome Parents, Students and Visitors to the campus
- Responsible for the Campus Office phones, fax, scanner and printer
- Enroll/Withdraw and maintain Student's records / Transcripts for Seniors to Colleges / Universities
- Will handle a wide range of administrative support related tasks
- Enter student information into Student Information System (SIS)
- Scheduling / Updating Administrator's Calendars
- Submit timesheets, absentee forms for staff and substitute
- Be willing to learn new software and equipment when needed
- Work Point of Service (POS) as needed
- Demonstrate NFPS core values: integrity, high expectations, respect, commitment, teamwork, and passion for a student-centered environment
- *Perform all other duties as assigned by the Campus Administrative Leaders*

Growth and Development

- Coordinate and manage extracurricular duties as assigned. Sponsor outside activities approved by the school principal

- Serve as an example for students
- Support mission of Charter

Communication

- Establish communication rapport with parents, students, principals, and teachers
- Create and maintain a professional relationship with students, parents, and community members
- Present information accurately through clear communication skills

Professional

- Enrich job skills through professional development activities

Other

- Keep up to date on and abide by State and Charter Regulations
- Gather, manage, and file all reports, records and other documents required
- Be active in faculty meeting and assist in staff committees as necessary

Additional Job-Related Duties:

- Must be punctual and maintain an excellent attendance record
- Maintain control in stressful situations
- Extended hours may be required
- Some lifting may be required

All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.

Human Resource Signature: _____ Date: _____

Employee Signature: _____ Date: _____