

Position Title:	Administrative Assistant		
Location:	Greg A. Garcia Early College Intermediate		
Reports to:	Campus Principal		
Work Schedule:	12 Month, 234 Days	Employment Type/FLSA Classification:	Full Time/Non-Exempt
Funding Source:	This position may be 100% or partially grant funded. Employment is contingent upon the availability of funds.		

Primary Role and Purpose:

Assists in the attainment of campus objectives by ensuring that campus administrative activities are conducted in an effective, efficient, and professional manner. Maintains a welcoming attitude that always demonstrates teamwork and represents the values of the school and district. Demonstrates a strong work ethic and takes initiative in finding solutions. Collaborates with district and campus administration, and faculty and staff to maximize systems and procedures for student success. Provides assistance and communicates effectively with all stakeholders. Creates a welcoming and supportive environment for all students, families, and community members in a positive and professional manner.

Qualifications:

- Previous experience working with campus administrators in a campus-based setting.
- Proven track-record of establishing strong family-school partnerships.
- Must maintain a growth mindset and be willing to learn.
- Knowledge of in-office procedures to include bookkeeping, record keeping, scheduling, and proper telephone etiquette

Education/Certification:

- High school graduate or GED equivalent **and**
- Two or more years of advanced secretarial experience with extensive emphasis in public schools preferred.
- Additional job-related training
- Applicants must have and maintain a satisfactory outcome of a fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by applicant.

Special Knowledge/Skills:

- Typing skills of at least 35 words per minute
- Knowledge of school-based computer software programs to include word processing, database, and spreadsheets.
- Familiarity with the following programs: Adobe, Ascender, Eduphoria, TREx, Google Drive, and Frontline.
- Knowledge of office machines and equipment applicable to the position
- Knowledge of school district organization, operations, and administrative policies
- Possesses and demonstrates exceptional customer service and organizational skills
- Ability to communicate and to maintain effective working relationships with administrators, staff, students, and parents
- Handles confidential information and frequent contact with all levels of district personnel, outside agencies, and the general public.
- Ability to demonstrate sound professional judgment when problem solving.
- Bilingual in Spanish (preferred)

Experience:

- Minimum of 2 years in a campus administrative office

Responsibilities and Duties:

- Directly supports professional staff assigned to specific State Compensatory Education (SCE) programs / functions / activities
- Schedules and maintains campus activity calendar
- Prepares, monitors, and processes, budget requisitions
- Enrolls/withdraws and maintains student’s records
- Handles a wide range of administrative support related tasks
- Enters student information into Student Information System (SIS)
- Assists with coordination of meetings and preparation of meeting spaces
- Submits timesheets and absentee forms for staff and substitutes
- Works Point of Service (POS), as needed
- Demonstrates New Frontiers Public School’s core values: dedication, inspiration, empowerment, and community
- *Performs all other duties as assigned by the Campus Administrative Leaders*

Growth and Development

- Coordinates and manages extracurricular duties as assigned. Sponsors outside activities approved by the school principal
- Serves as an example for students
- Supports mission of Charter

Communication

- Establishes communication rapport with parents, students, principals, and teachers
- Creates and maintains a professional relationship with students, parents, and community members
- Presents information accurately through clear communication skills

Professional

- Enriches job skills through professional development activities

Other

- Keeps up to date on and abides by State and Charter Regulations
- Gathers, manages, and files all reports, records and other documents required
- Actively participates in faculty meetings and assists in staff committees as necessary

Additional Job-Related Duties:

- Must be punctual and maintain an excellent attendance record
- Maintains control in stressful situations
- Some lifting may be required
- Works with frequent interruptions.
- Repetitive hand motions; prolonged use of computer.
- Occasional prolonged and irregular hours.

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: _____