

## **Administrative Assistant**

Revised 12/2012

### **Responsibilities:**

- Assist Principal, staff and faculty with scheduling, appointments and maintain master calendar;
- Assist Principal, staff and faculty with correspondence;
- Perform all reception duties including greeting visitors, answering phone calls, etc;
- Maintain student records including: assessment results, attendance records, test scores, discipline citations, medical reports and records, and other documents;
- Process and organize enrollment information;
- Assist in purchasing, transportation, travel arrangements, and field trips;
- Collect and maintain data required for the preparation of reports to the charter entity and other appropriate bodies;
- Coordinating mailings and copying;
- Receive and distribute mail, faxes and emails;
- Ensure office equipment is well maintained;
- Organize, order and inventory office supplies;
- Perform other duties as assigned by Principal.

### **Qualifications:**

- High school diploma with business training, college degree preferred;
- Demonstrated organizational and writing skills;
- Ability to read, follow written and verbal instructions, and communicate verbally and in writing;
- Successful experience in an administrative assistant position, preferably in a school setting;
- Excellent interpersonal and communication skills;
- Ability to effectively prioritize and multitask in a high volume work environment with changing priorities;
- Proficient in Microsoft Office (Word, Excel, Access, PowerPoint);
- Ability to exercise discretion, professionalism, confidentiality and remain calm in stressful situations.