



JOB DESCRIPTION

POSITION: Administrative Assistant
SUPERVISED BY: Senior Administrative Assistant
REPORTING OFFICER: Chief Human Resources Officer

PURPOSE:

The Administrative Assistant is responsible for organizing and coordinating front office operations and procedures in order to ensure organizational effectiveness and efficiency. The Administrative Assistant reports to the Senior Administrative Assistant and is responsible for providing administrative support to the following Directors: Director of Special Education and Director of Student Supports.

ESSENTIAL FUNCTIONS:

Maintain office services:

- Provides strong customer service skills and the ability to deal with the public and staff in a courteous, warm and professional manner.
- Assists with maintaining rosters, contact information (parents, school districts, transportation, etc.), and other spreadsheets as requested.
- Assists with creating/maintaining/purging student files and attendance records as requested.
- Assists with compiling of education department documents for distribution (i.e. inquiry packets, requests for records).
- Responsible for distributing daily record sheets, trimester progress reports, and transcripts as requested by program directors.
- Maintains inventory of office supplies in the staff copy room and ensures the room is kept clean and in order.
- Maintains (including an annual review) a working Operations Manual for the Front Office.
- Maintains various staff scheduling calendars including the conference rooms.

Maintain office records

- Ensure protection and security of files and records
- Transfer and dispose of records according to retention schedules and policies

Special event(s):

- Assist with ordering food, mailing invitations and keeping RSVP information for school events
- Assist with ordering food for company meetings (including scheduled staff training days, board meetings, parent and/or community events as needed)

Education/Experience:

- Ability to manage a complex office environment for effectiveness and efficiency.
- Ability to work independently and exhibit good judgment and initiative in performing job functions.

- Ability to organize, prioritize and perform multiple tasks to complete job functions in an orderly and efficient manner within established deadlines.
- Strong verbal and written communication skills, with a command of business English and spelling
- Knowledge of basic accounting principles required to reconcile and balance financial records.
- Strong organizational and time management discipline.
- Minimum of one-year administrative experience, (Front Desk/Reception experience is also preferred)
- Strong interpersonal, customer service and communication skills required
- Strong verbal and written communication skills
- Proficient in word processing, spreadsheet, presentation and/or database software. Microsoft Office proficiency preferred
- Ability to multi-task, work under pressure and meet deadlines

The marginal functions of this position have not been included. This job description in no way implies that these are the only duties to be performed. An employee will be required to follow any other job-related duties required by the supervisor or reporting officer.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms and talk or hear. The employee is frequently required to sit; climb or balance; stoop, kneel or crouch. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

CHILD provides equal employment opportunities to all qualified individuals, without regard to race, color, ancestry, national/ethnic origin, age, sex, gender identity, sexual orientation, religion, marital status, socioeconomic status, physical or mental disability, citizenship status, veteran status, or any other characteristic or status that is protected by federal, state or local law.