



## **JOB DESCRIPTION**

**Position Title: School Administrative Assistant**

**Reports to: Dean -Student Affairs and School Operations**

**Essential Duties and Responsibilities:**

### **Administrative support for leadership**

- Provides day-to-day support for Leadership Team
- Organizes meetings involving Leadership Team including taking minutes of the meeting and subsequent circulation
- Schedules meetings for leadership with parents and students based on availability and prioritization
- Registers Leadership and Staff for conferences
- Assists other office personnel in their day-to-day activities/roles.
- Manages calendars on Renweb and on website and updates accordingly.
- Creates flyers, brochures and other marketing material, as needed for school events/activities, etc.

### **School documentation**

- Works on ISBE and NCA accreditation teams to ensure completion of paperwork and documentation
- Develop, revise, and maintain standardized and master documents; compose correspondence, reports and informational materials; assist in designing and producing technical information handouts; copy, disseminate, and post documents and information as appropriate
- Maintains a variety of computerized and manual records, files, and department databases for the purpose of documenting activities, providing reliable information and complying with district and state requirements
- Monitors information sources, notify administration about any external developments

### **Implement Admissions policy**

- Create new student record; receive / provide student record release
- Enrolls and transfers students for the purpose of maintaining student records via Renweb
- Register new and reenrolling students
- Assist with import of new school year data to RenWeb
- Review admission applications, schedule student interviews with Admissions panel, and confirm admissions



- Follow-up with parents for registration confirmation
- Schedule testing dates for new students for admission

### **Manage and update student records**

- Provide/print out detention slips for students
- Update Renweb with all disciplinary student infractions, provide a monthly report for discipline.
- Receive grade reports and mail to parents
- Arrange event logistics - reserving of ground floor student union, classrooms, gymnasiums, etc.

### **Liaise with students and parents**

- Assist in online Scheduling of P-T conference appointments for parents, coordinate P-T conference time slots
- Prepare order information for awards / souvenirs for school events (in coordination with Back Office purchasing function)
- Coordinate volunteers for school and connect them to teachers whenever need arises
- Manage interactions with parents - requests for meetings with administrators, enquiries on student records, and updates on students

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

### **Professional knowledge and skills required**

- Ability to maintain a clean and orderly environment
- Ability to perform general clerical duties
- Ability to operate common office machines
- Ability to maintain basic files and records
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships as necessitates by work assignments
- Establish and pursue goals to improve professional competence
- Strong interpersonal and leadership skills to successfully interact with a diverse group
- Excellent public speaking and written communication skills
- Keen attention to detail and strong organizational skills
- Work in a supportive and collaborative role with colleagues
- Excellent technical skills
- Proficient in Microsoft Suite



- Able to create flyers and documents per adhoc requests
- Discretion and confidentiality

### **Qualifications**

- Bachelor's Degree or Higher
- At least 3 years of office support experience.
- Proficiency in written and oral communication in English
- Computer skills and knowledge of relevant software
- Knowledge of operation of standard office equipment.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Knowledge of principles and practices of basic office management