

Join Center City Public Charter Schools: Become a Campus Administrative Assistant



Center City Public Charter Schools is seeking professional, dedicated administrative assistants for our six campuses. The Administrative Assistant serves as the front-line greeter, administrative leader, and record-keeper for the campus. The work supports student achievement, business operations and promotes a healthy building-level culture and climate.

The Role of the Campus Administrative Assistant

The Administrative Assistant oversees the daily operations of the campus administrative office, providing critical support to the Principal, Assistant Principal and Operations Manager. The Campus Administrative Assistant works in coordination with the Campus Operations Manager and Central Office staff.

The Administrative Assistant (AA) manages and tracks relevant documents and data. The AA is also responsible for creating and maintaining a welcoming environment to students, staff, families and all visitors. In addition, the AA will also be responsible for answering phones, responding to parent requests and inquiries with courtesy and professionalism. A willingness to help out and flexibility in dealing with stressful situations contributes to the success of the school. The role uses computers daily and favors electronic coordination of files and communication where possible. The AA is open to learning new skills and software packages and values the team-based approach to work at the campus.

Areas of Responsibility & Accountability

- Build a welcome campus environment by greeting parents and visitors in person and over the phone and ensuring that prospective families are offered school tours and enrollment materials
- Facilitate communications to families by organizing the weekly newsletter, calling parents to track down missing forms, setting up meetings/conferences for Principal, collecting RSVP's for events and other communications work as directed
- Actively participate in student recruitment and enrollment processes while helping to ensure that parents want to re-enroll their students
- Create and maintain secure student files, including collecting registration materials, permission slips, progress reports, and other relevant materials as part of a student's permanent file
- Record daily attendance data in online system based on data supplied by teachers and by parents of tardy/absent students and as directed by the Operations Manager
- Support campus staff in relation to critical HR related tasks like bi-weekly submission of timesheets and completion of HR-related forms (e.g., address change notification, offer acceptances, 401k deferrals)
- Ensure new campus staff receive orientation to the processes and procedures executed at the campus level
- Collect and manage money for fee based programs in coordination with Operations Manager
- Assist with placing supply orders, at the direction of the Principal and in coordination with the Operations Manager, as well as, maintaining inventory
- Coordinate with Principal to arrange for substitute staff as appropriate
- Create and maintain a staff contact list for the campus
- Assist with incident reporting, at the direction of the Principal and Operations Manager
- Receive and distribute campus mail, updating the school's contact information where necessary
- Collaborate with the Operations Manager on other tasks to ensure that the school operates smoothly and safely at all times

Expected Skills & Attributes:

- Excellent interpersonal skills with a respect for all
- Experience working with students and families
- Strong organizational skills, attention to detail and ability to effectively multitask
- Proficiency with Microsoft Office
- Flexibility and a desire to work as part of a team
- Familiarity with campus administrative processes a plus
- Familiarity with PowerSchool and other Student Information Systems
- School experience strongly preferred

Application Instructions

Interested candidates should apply using the Center City PCS Online Application, which can be accessed at: <http://www.centercitypcs.org/employment-application/> . Please upload 1) a current resume and 2) a cover letter addressing your interest in Center City PCS into the online application. In the space allowed for additional attachments, please upload 3) a response to the below questions, as well as any additional documentation.

COMPENSATION

Center City PCS offers a highly competitive salary, bonus and benefits package commensurate with experience. Center City PCS is an equal opportunity employer.