

**Position:** Administrative Assistant

**Job Status:** Grade 8, Step depending on experience and qualifications

**I. General Responsibilities:**

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

**II. Minimum Qualifications:**

- High School Diploma required; Spanish fluency an asset but not required. Administrative experience preferred
- Experience working in a public education setting preferred
- Should type 50 words per minute
- Must be able to demonstrate ability to utilize computer-based programs including, but not limited to: Microsoft Office Suite
- Should have excellent usage of standard spelling, punctuation, business formats, proofreading and office etiquette

**III. Specific Responsibilities:**

1. Secretary to the Principal and Administrative Assistant for the school
2. Maintains and organizes current and suspended files
3. Reminds Principal of calendar dates, meetings and deadlines
4. Maintains administrative files relating to grants, contracts, budgets and audits
5. Assists Principal in deadline adherence
6. Maintains school data for Principal and Community
7. Emphasizes district's Mission and Campus Improvement Plan goals
8. Provides information for public requirements and meetings
9. Able to create computer generated documents with ease using programs such as Word, Excel, PowerPoint, etc.

10. Maintains confidentiality of student records; communicate with transferring schools regarding student records and required confidentiality
11. Communicates effectively with parents, teachers and Principal
12. Corresponds and communicates with parents regarding accurate student attendance, and record information, etc.
13. Creates purchase orders including coding and ordering products
14. Provides clerical and administrative support to Principal assisting with correspondence and classified information
15. Works effectively to help bridge gap between Principal and teachers
16. Sends out Event Calendar, flyers, bulletins and memos to Public and Administrative Offices
17. Responsible for accurate record keeping of personnel documentation including in/out processing materials
18. Organizes and maintains records pertaining to internal administrative functions and procedures
19. Maintains property/supply inventory; requisitions materials to maintain sufficient inventory; records location of all school inventoried property
20. Maintains daily log of visitors, volunteers and parents
21. Treats all students, parents, visitors, teachers and Principal with respect
22. Receptionist; use multi-line telephone system with proper etiquette; using listening skills and taking accurate messages
23. Handles/disseminates mail to staff and for Administrative Offices
24. Assists in arranging for purchases of supplies and equipment, including processing of purchase requisitions and orders as required by EOAC Policies and Procedures
25. Reports as needed maintenance requests and notification to Director of WAP/Facilities
26. Works in conjunction with the Facility Office on requests, repairs and renovations, bids and purchases.
27. Oversees custodial personnel in assigned duties and responsibilities
28. Performs other duties as assigned by Principal

**Immediate Supervisor:** Charter School Principal

**Date of Approval** \_\_\_\_\_