

The Administrative Assistant is an important position to the operation of the school. As a member of the Front Office Team, the Administrative Assistant is integral to providing students, family members and staff with a welcoming, efficient and professional environment. Front Office Staff are expected to embody the school's motto to "Be Kind. Work Hard. Get Smart." The duties of this position are many and varied; they require an individual who can prioritize multiple tasks, work in a fast paced environment, and still keep a smile on his/her face. The Administrative Assistant reports to the Operations Manager.

The following is a general list of responsibilities of the position—additional duties may be assigned.

- ▶ Greet visitors warmly, answer phones, respond to inquiries, and accurately process messages.
- ▶ Receive daily mail and deliver to appropriate locations/staff.
- ▶ Collect student valuables and store securely as necessary, including items such as cell phones and transportation fare cards.
- ▶ Assist in the maintenance of electronic databases of student information using various computer programs; help to maintain physical and electronic student records.
- ▶ Prepare accurate written communications, including letters, newsletters, and notices.
- ▶ Prepare required reports from raw data, which includes generating charts and graphs.
- ▶ Prepare invoices for the Accounts Payable Department. This includes reconciling credit card receipts to the monthly invoice and filling out Expense Forms for Check Requests.
- ▶ Monitor and inform parents/guardians regarding lunch accounts and billing.
- ▶ Process Field Work Requests. This includes procuring bus reservations, maintaining public transportation vouchers and ordering bag lunches when necessary.
- ▶ Interact extensively with the staff and community in a client focused manner.
- ▶ Perform administrative duties for the Principals, Head of School and other staff as required.
- ▶ Follow all policies and procedures as outlined in the Personnel Handbook.
- ▶ Model the E.L. Haynes Promise.
- ▶ Help maintain a supportive, learning environment for students and teachers.