

Administrative Assistant
Direct report to: Principal

Job Responsibilities:

- Maintain attendance, student permanent files, other records for the school depending upon specific clerk position
- Perform a variety of clerical duties including, but not limited to, preparing reports, completing required forms, answering phones, assisting with student registration, establishing and/or maintaining student files, processing student transfers, copying, filing, faxing, typing, and communicating with students and parents
- Support attendance intervention processes
- Uniform order processing
- Assist in student enrollment process, data keeping, and communication
- Manage report cards and progress reports distribution
- Perform other duties as assigned by the immediate supervisor
- *Specific duties of the individual position will be further discussed in the interview*

Qualifications:

- Minimum of high school diploma or equivalent required
- Prior experience working in an office setting preferred
- Ability and willingness to work and well with others required
- Strong communication skills required
- Intermediate knowledge of computer systems/programs (Outlook, Word, Excel, databases, etc.) required; experience with Powerschool preferred
- Proficient oral and written communication skills in English and Spanish preferred