

**Job Title:** Administrative Assistant

**Position Type:** Non-Exempt

**Reporting:** This position reports to the Executive Director

La Salle Charter Schools, Inc., is a public charter school located in North St. Louis, committed to transforming children and our community through innovative education. We work hard to educate the whole child. Students at La Salle are pushed to achieve academic excellence, nurture caring relationships, understand the need for service in the community, and are shown the importance of respect for all.

The Administrative Assistant is a versatile and team-oriented individual responsible for providing secretarial and administrative support to the district's administrative team; communicating information to students, parents, teachers, staff, and/or other community partners; ensuring compliance with financial, legal, and administrative requirements; and supporting the broad array of services provided to students, parents, instructional and support employees.

#### *Responsibilities and Duties*

- Organize, coordinate, schedule, and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at a middle school; prioritize duties and assignments to assure efficiency and effectiveness and meet established timelines.
- Serve as secretary and provide administrative assistance to the Executive Director; make, schedule, and arrange appointments, meetings, and conferences. Handles technical structures of master schedule and data input.
- Supports other administrative personnel.
- Organize budget and financial material to maintain accurate fiscal records, record expenditures, and transfer funds appropriately. Update internally created object reports to reflect changing information (dates, names, etc.)
- Coordinate the Main Office, acting as receptionist, and contact and reference source for staff, students, parents, and the public; perform public relations and communications service.
- Provide information over the phone or in personal contacts with parents, students, or school personnel as appropriate; route calls to appropriate personnel as necessary; coordinate and maintain the school calendar of events.
- Type various materials from rough drafts or verbal instructions such as letters, memorandums, requisitions, lists, bulletins, reports, and statistical data.
- Collect and account for money collected in conjunction with student body funds, lost or damaged technology, and other school activities; account for and maintain the cash fund as assigned; prepare student body financial report.

- Initiate office and general school supply purchase orders; receive, store and distribute supplies and office materials; maintain materials and equipment inventory; maintain department purchase orders.
- Operate a variety of office machines such as copiers, calculator, fax, and computer equipment.
- Processes documentation and materials (e.g. mail, supplies, collections, work orders, field trip forms, receipts, bank deposits, student database updates, requisitions, travel requests, etc.) for the purpose of disseminating information to appropriate parties for action.
- Attend training as required by LSCS and the MO Department of Elementary and Secondary Education.
- Contribute to the overall success of the organization by performing all other duties and responsibilities as assigned.

*Education Requirements:*

- High school diploma or G.E.D. Certificate (an Associate's degree in business, management, education, public administration, or a related field a plus).
- At least three years of varied and increasingly responsible clerical or secretarial experience, ideally in a charter school or other K-12 education organization, or transferable experience from another private or public sector organization.

*Qualifications, Knowledge, and Skills*

- Passion and commitment to LSCS mission, values, culture, team, and belief that all students can learn.
- Relentless determination to do whatever it takes to help our students succeed.
- Orientation to make decisions in the best interests of students and the sustainability of LSCS' mission.
- Ability to relate to a diverse population of students and parents a must
- Proficiency in computer skills including Google Suite, Microsoft Word and Excel, and ability to learn new programs/software quickly
- Proven experience organizing and prioritizing work
- Ability to handle requests and inquiries and respond within a timely manner
- Great attention to detail
- Highest ethical standards
- Demonstrated professionalism and responsibility, and a strong work ethic
- A positive, high-energy attitude and a drive for personal excellence
- Flexible attitude, ability to work with urgency
- Strong problem solving and strategic thinking skills
- Willingness and desire to participate in unexpected projects
- Demonstrated success in providing superior customer service.
- Strong communication, writing, and presentation skills; ability to translate technical operations information understandably and concisely.
- Organized planner with proven ability to multitask, take initiative, prioritize effectively, and deliver for multiple stakeholders on deliverables and deadlines.
- Enthusiasm and sense of humor.