



WE ARE HIRING!

WILLIE JEFFRIES SCHOOL OF EXCELLENCE ADMINISTRATIVE ASSISTANT

The Willie Jeffries School of Excellence is seeking to hire an Administrative Assistant. The Administrative Assistant is responsible for ensuring the smooth and efficient operation of the school office for the office's maximum positive impact on children's education.

Essential duties and responsibilities include, but are not limited to:

- Leading by example in adherence and knowledge of the BCEA and school's Vision, Mission, and Values, demonstrated by their commitment to act ethically using behaviors that promote a team concept.
- Following through on duties and projects assigned.
- Participating in and completes training programs to increase skill and proficiency related to assignments.
- Reviewing current developments, literature, and technical sources of information related to job responsibility.
- Following company policies and federal and state laws.
- Ensuring adherence to good safety procedures.

RESPONSIBILITIES

- Takes and transcribes dictation of various types, including reports, correspondence, observation and evaluation reports, letters, memos, newsletters, and other documents.
- Maintains the schedule of appointments for the principal and makes arrangements for meetings, conferences, interviews, and other activities.

- Prepares evaluations, memos, newsletters, presentations, and other documents at the direction of the Principal.
- Coordinates the assignments and the work of substitute teachers.
- Performs office routines and practices such as sorting mail, operating the copy machine, serving as a telephone receptionist, and others.
- Prepares processes and maintains oversight of purchase orders.
- Maintains an appropriate filing system and readily retrieves documents through this system.
- Manages records and correspondence; improves systems when necessary; responds to requests for information.
- Acts as an information resource for other office personnel in the building; communicates assigned duties to other personnel as required.
- Has the ability to organize and prioritize multiple assignments.
- Is highly organized, process-driven, and detail-oriented.

****MAY PERFORM OTHER DUTIES AS ASSIGNED****

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required by personnel so classified.

SKILLS AND KNOWLEDGE

1. Demonstrates enthusiasm and commitment toward the job and the school's mission; supports the school's values in the strategic areas of academic excellence, operational performance, superior culture, and financial health and growth, as outlined in the Employee Handbook.
2. Has the ability to consistently be at work, arrive on time, follow instructions, respond to management direction, and solicit feedback to improve performance.
3. Establishes excellent interpersonal skills between all constituents: is courteous, professional, and helpful; demonstrates a high level of interpersonal skills to handle sensitive and confidential situations; requires demonstrated poise, tact, and diplomacy.
4. Maintains the confidentiality of school business.

5. Possesses excellent communication skills: Oral (including presentations), Written, Interpersonal (active listening), Negotiating, and Influencing.
6. Possesses excellent phone etiquette.
7. Is proactive and takes the initiative. Thinks creatively. Drives project to completion. Insists on the highest level of quality.
8. Works with and interacts with staff and relates to individuals at all levels of the organization., As unique situations present themselves, it is sensitive to school needs, employee goodwill, and the public image.
9. Possesses strong customer orientation.
10. Works with large amounts of data, researches and interprets records, detects errors, and makes the necessary corrections.
11. Looks for ways to improve and promote quality and demonstrate accuracy and thoroughness.
12. Strives to implement best practices.

JOB REQUIREMENTS

- High School diploma or equivalent.
- One to two years of office experience with a wide variety of responsibilities.
- Successful results of criminal and employment background checks.
- Comfortable working in the learning environment as part of a team.
- Bilingual ability may be required per the advertised vacancy specifications.
- Demonstrated proficiency with Microsoft Office (Word, Excel, PowerPoint), Student Information System (SIS), and email communications.
- Commitment to school values.

WORK ENVIRONMENT

While performing the responsibilities of this position, the work environment characteristics listed below are representative of the environment the employee will encounter:

- Usual office working conditions.
- Recruitment Events

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Sitting for long periods
- The employee must frequently lift and move up to 20 pounds and occasionally lift and move up to 10 pounds of force.
- Vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

DECLARATION

The Board and Human Resources Department retain the sole right and discretion to change this job description. Any employee making changes unauthorized by Human Resources Department will be subject to disciplinary action up to and including termination.

APPLY NOW!

All interested candidates should send their resume, cover letter, and reference contact list to:

contact@wjschool.org

By July 21, 2023