

FRAZIER PREPARTORY ACADEMY

Administrative Assistant Position

JOB DESCRIPTION

Frazier Preparatory Academy
3711 W. Douglas
Chicago, IL 60623
(773) 521-1303
www.frazierprepacademy.org

Position Summary: To provide administrative support to the Head of School, Leadership Team and other school staff. To provide excellent maintenance of student, vendor, and correspondence files while complying with all corporate, local, state and federal guidelines and procedures.

Primary Tasks:

1. Share a commitment to the success of the mission, goals, and objectives of the school.
2. Support and fully participate in a school culture that focuses on student and adult learning.
3. Set high expectations and standards for the front office support staff.
4. Support the HoS by offering organizational and technical assistance that ensures compliance with all corporate, local, state and federal guidelines and procedures.
5. Support a school philosophy that values continuous learning for adults tied into student learning and other school goals.
6. Support the use of multiple sources of data collection to analyze barriers to student achievement and to access, identify and apply to instructional improvement.
7. Support all efforts to provide opportunities for the community to be involved in student and school success.

Essential Duties

1. Provide continuous support to the Head of School and all administrative personnel. Keep the HoS informed of all necessary information including: customer and staff complaints and incidents; planned and unplanned time off.
2. Answer and direct all incoming calls and coordinate the reception of all visitors to the school building.
3. Collect information; prepare reports and correspondence as required by supervisor.
4. Sort and distribute mail.
5. Copy and distribute materials as required by the supervisor.

6. Adhere to the policies and procedures related to the maintenance of all office records and student files.
7. Track documentation, as required, for student files, parent contact, visitors, incident and accident reporting, employee tardiness and absences.
8. Maintain good parent relations and communication through a positive manner and professional image.
9. Utilize all features of computer programs necessary for completing the school reporting procedures.
10. Work effectively with parents and staff and generate parent's confidence in the school and Head of School.
11. Demonstrate genuine concern for the students and the staff by maintaining high personal standards and strong work ethic. Be consistent and reliable in arrival and attendance as an essential function to assure the proper operation of the school.
12. Promote good citizenship through actions as a role model.
13. Accept responsibilities as delegated by the Head of School and/or other supervisory authority.
14. Use technology with efficiency for record keeping, administrative tasks, and communications.
15. Share responsibility for professional, cooperative staff relations and for activities important to the operation of the school.
16. Conduct one-self according to professional, ethical principles. Continuously strive to improve office methods, clerical techniques, and interpersonal relationships.
17. Accept responsibility for marketing the Charter School in the community.
18. Display personal qualities that reflect favorably upon the individual, the group and the school.
19. Display pride in being a member of the Charter School team and Administrative Staff.
20. Be familiar with and support school administration in the effective implementation of the school's Emergency Response Plan.
21. Perform all tasks as requested by the Head of School / designee.
22. Adhere to all procedures and policies as outlined in the Employee Manual

Required Education/Skills: Associates Degree in Secretarial Sciences, Business or related field is required. Three years of experience in an administrative support position

in a high-volume office setting is required. High School Diploma and two additional years' experience may be substituted for the Associates Degree requirement. Experience in school office operations and Impact Experience preferred.

Needs to demonstrate the ability to:

- Communicate through superior written and oral communications skills.
- Consistently organize incoming and outgoing tasks and communications.
- Consistently utilize all features of the computer programs necessary for completing school reporting procedures. Use Word, Excel, and Outlook programs in a proficient manner. Learn and implement new computer programs as needed.
- Work on multiple projects and respond to requests and deadlines in an accurate, timely manner.
- Make sound decisions within the parameters of authority.
- Be courteous, professional and tactful at all times.
- Display a professional appearance.
- Maintain a positive working relationship with faculty, staff, board members, parents, students, visitors, authorizer and community.
- Motivate and create a shared vision within the school community.
- Be respected as an adult learner and as an individual.
- Serve as a role model who acknowledges through actions and behaviors the critical value of human relationships in achieving personal and professional goals and organizational purpose.

Required Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this position description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.