



Position vacancy announcement

Title: Administrative Assistant

Reports to: Provident Administrative Team

Anticipated start date: February 15, 2023

Classification: Exempt, 260 day employee

About our school

Provident Charter School in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing and sequencing. Provident is in its 7th year with students in Grades 2-8. Located on the city's North Shore, the school enrolls about 330 students from over 44 districts in the Pittsburgh area.

About this position

We are currently seeking an administrative assistant whose primary job responsibilities will be assigned by the Director of Special Education. This person will be required to perform a variety of highly independent, complex clerical, and administrative tasks. We will provide training on Special Education requirements and compliance regulations.

Job Responsibilities

- Maintain and inventory special education student records in compliance with state and federal regulations.
- Maintain and prepare various forms, reports, files, and records as requested.
- Maintain a database for students receiving special education services.
- Ability to learn and understand special education compliance requirements for evaluations, IEPs, ESY, etc.
- Regular and professional phone and email correspondence with colleagues and families which includes offering support to those who have questions about special education procedures and timelines.
- Prepare reports and other written correspondence as required.
- Assist with sorting, organizing, filing, and distributing materials.
- Prepare forms to be electronically signed.
- Data entry in various programs and platforms.
- Assist in planning staff Professional Development days.
- Prepare and distribute materials for Professional Development sessions.
- Attend in-service training to improve skills and knowledge of job expertise.
- Comply with and support school regulations and policies.
- Complete other duties as assigned by the Administrative team.

**Required Skills and Abilities**

- Excellent organizational, human relations, and decision-making skills.
- Ability to respond to oral and written directions.
- Ability to work independently and efficiently.
- Ability to maintain confidentiality.
- Detail oriented with the ability to find information using various programs and platforms.
- Ability to type, file, copy, and fax.
- Ability to function in a variety of word processing, database, and spreadsheet programs.

Physical Activity: This position requires frequent sitting, walking, and/or standing, along with occasionally lifting, pulling, or pushing. Reasonable accommodations may be made to enable individuals with disabilities to perform the job responsibilities.

Required Qualifications

1. High school diploma or GED.
2. Five or more years of experience as an administrative assistant in a fast-paced, high-functioning office.
3. Experience working in a school or human service setting.
4. Ability to secure all relevant and necessary clearances.

Preferred Qualifications

1. Bachelor's degree
2. Background in special education
3. Google Level 1 Certification
4. Knowledge of SignNow, EasyTrac, Frontline or similar programs

Terms of Employment: 12 month (260 day) position.

Evaluation: Performance of this job will be evaluated by the CEO.

Salary and benefits

- Salary \$40,000
- Generous time off including all school holidays and breaks.
- Employer paid retirement contribution matching 10% of salary.
- Employer paid dental, vision, and life insurance benefits.
- Significant employer contribution toward health insurance.

How to apply

Interested candidates should email a cover letter & resume to Mrs. Elizabeth Swartz, Human Resources Manager, at eswartz@providentcharterschool.org.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.