Position Vacancy Announcement

Title: Technology Administrative Assistant
Anticipated start date: January 3, 2024
Location: PCS Central

About our school
Provident Charter School (PCS) Central 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. PCS Central opened at the start of the 2016-2017 and has students in Grades 2-8. Located on the city's North Shore, the school enrolls about 330 students from over 42 districts in the Pittsburgh area. A second location (PCS West), opened in Baden, PA, in August 2023. The listed position is for the Central campus, but may require periodic work for PCS West.

General Position Description
- The Technology Administrative Assistant will serve as the primary point of contact between the Technology and Enrollment Departments, ensuring efficient communication and collaboration. It is anticipated that 75% of position tasks will be specific to the Technology Department and be supervised by the Technology Operations Manager while 25% of tasks will fall under the Enrollment Department and be supervised by the Director of Enrollment.

Required Qualifications
1. Bachelor's Degree or Associate's Degree.
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 or Associates Degree in IT or related field.
2. IT certifications.
3. Three (3) years of experience.
4. Outstanding dependability, initiative, creativity, and decision-making skills.

Professional Responsibilities:

Document Management:
- Maintain, organize, and improve the storage and accessibility of documents collected throughout the enrollment process.

● Handle requests for document retrieval and sharing from various departments, ensuring timely and accurate delivery.

Enrollment Department Support:
● Assist the Director of Enrollment with data reporting tasks and communication with families.
● Contribute to streamlining and improving processes related to enrollment and data management.
● Assist with monthly mailings to home districts of enrolled students.

Technology Department Support:
● Respond to data requests, ensuring accuracy and prompt delivery.
● Aid in family communication regarding technology matters, ensuring clarity and understanding.
● Assist with Student Information System (SIS) updates, contact information changes, schedule modifications and other pertinent changes.
● Support the Technology department in generating and managing purchase orders, ensuring accurate and timely processing.
● Monitor budgetary considerations and provide reports as required.
● Aid in the creation of comprehensive documentation for various departmental processes and protocols.
● Organize, maintain, and improve the structure of department documents stored in cloud storage, ensuring easy access and retrieval.

Event and Professional Development Planning:
● Collaborate with relevant PCS administration to compile technology requirements for events and professional development sessions, ensuring all technical needs are met.
● PD follow up - management of virtual sign ins, evaluations and Act 48 submission.

Key Tasks (both Central & West):
● Respond to inquiries from families for technical support (Alma, Classtag, Remote Learning, Hardware, internet, etc).
● Collect, manage, and store signed State Reporting documents in Google Drive.
● Compile, submit, and track Purchase Orders.
● Engage with vendors to obtain quotes, schedule meetings, report issues, handle warranty shipments, etc.
● Coordinate end-of-year and start-of-year processes, including device collection/distribution and determining inventory needs.

- Assist with the onboarding process for new staff and manage the exit process for departing staff.
- Process changes within the Student Information System (SIS), such as student/staff onboarding and offboarding, and address updates.
- Monitor various SIS components, like attendance and incident logs.
- Identify and ensure technology requirements are met for school events.
- School related projects
  - Assist in school-wide projects for operations, marketing, and other school-wide events (Audio/video setup, document formatting, website updates, off-site technical needs)
- Other responsibilities as assigned by the administrative team

Terms of Employment: Twelve (12) month position.

Salary and benefits
- Salary $40,000.
- Employer paid retirement contribution equivalent of 10% of salary.
- Employer paid dental, vision, life insurance benefits.
- Significant employer contribution toward health insurance.

How to Apply
Interested candidates should email a cover letter & resume to 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.