



Position vacancy announcement

Title: Administrative Assistant
Reports to: Elementary School Director
Anticipated start date: November 1, 2017

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. The school is concluding its inaugural school year after opening with Grades 3 and 4 and will add a grade level each year until the school serves students in Grades 2 to 8 in the fall of 2021. Located on the city's North Shore the school currently enrolls 78 students from 26 different districts around Western Pennsylvania.

Job Goal

- Create and maintain a welcoming school front office environment.
- Develop systems that allow him/her to manage the school's front office and administrative functions in a welcoming, efficient and organized manner.
- Demonstrate unwavering strength in support of our students, families, staff and members of the community.

Administrative Responsibilities

- Prepare, update and maintain the school calendar and employee and volunteer files
- Track, record and report student attendance.
- Oversee the completion of new student paperwork.
- Lead communication about new student enrollment to school district business and transportation offices.
- Receive, review, process, and reply to requests from external agencies.
- Secure substitute teachers.
- Schedule, organize, coordinate and prepare for events and meetings.
- Copy, distribute and track documents and forms related to school operations.
- Type and distribute procedures, and produce and hang signage.
- Monitor and record necessary reporting information.
- Organize and manage student records.
- Prepare and submit reports to external agencies including PIMS reports.
- Prepare mailings, sort and distribute incoming mail and prepare outgoing mail.

Main Office Responsibilities

1. Greet and receive students, parents, staff, and visitors in the main office.
2. Grant visitors access to enter the building as appropriate.
3. Organize transportation information in preparation for student dismissal.
4. Verify parent/guardianship during student dismissal.
5. Supervise students sent to the office.
6. Organize main office area for efficiency, safety, and appearance.
7. Coordinate general office operations.
8. Respond to inquiries in a timely manner.
9. Manage front office phone system including incoming calls, taking and disseminating messages, directing calls and updating the voicemail system as appropriate.
10. Monitor security system and cameras.
11. Type, proofread copy, distribute, and file correspondence.
12. Perform data collection and generate reports as needed.
13. Lead or assist with the distribution of materials.
14. Other responsibilities as assigned by the school administration.

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.

Salary and benefits

- Starting salary \$30,000 (actual rate will be based on experience).
- Generous time off including all school holidays and breaks.
- Employer paid retirement contribution matching 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 Connie Joseph at cjoseph@ProvidentCharterSchool.org. Applicants are encouraged to act with urgency.

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.