



PROVIDENT CHARTER SCHOOL

Position vacancy announcement

Title: Administrative Assistant

Reports to: Principal & CEO

Anticipated start date: July 15, 2016

About our school

Provident Charter School is a recently approved charter school opening in Pittsburgh, PA for the 2016-17 school year. The school was designed specifically 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. We expect to open the 2016-17 school year with 96 students in Grades 3-4 and will grow to a comprehensive school serving Grades 2-8 by fall 2021.

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 an 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.
- 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 operation.
- Type and distribute procedures, and produce and hang signage.
- Monitor and record necessary reporting information.
- Maintain school web site and bulletin board.
- Monitor and manage school supplies.
- Manage and maintain employee mail room, prepare mailings and sort and distribute 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. Verify parent/guardianship during student dismissal.
4. Supervise students sent to the office.

5. Organize main office area for efficiency, safety, and appearance.
6. Coordinate general office operations.
7. Respond to inquiries in a timely manner.
8. Manage front office phone system including incoming calls, taking and disseminating messages, directing calls and updating the voicemail system as appropriate.
9. Type, proofread copy, distribute, and file correspondence.
10. Perform data collection and generate reports as needed.
11. Lead or assist with the distribution of communication materials.
12. Other responsibilities as assigned by the Principal.

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 \$32,000 (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 Brett T. Marcoux, Principal & CEO at bmarcoux@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.