



1001 Boone Ave North | Minneapolis, MN 55427

POSITION DESCRIPTION

Position Title:

Administrative Assistant - School

FLSA Designation:

Full Time - year round

Department:

Administration

Reports to:

Principal

Date Written/Revised:

2/15/2022

JOB SUMMARY:

The Administrative Assistant provides integral administrative support to the overall functioning of our growing school and is the first point of contact for families. The Administrative Assistant provides a positive atmosphere for all of our families and students by taking ownership of the front office, family and student relationships and hospitality, and nurse's station communication; overseeing day-to-day school office activities, monitoring and coordinating assigned activities; performing day to day clerical duties; and providing information, recommendations, and/or direction as may be requested by the Principal.

Administrative Support

- Support the school for the purpose of providing assistance with administrative functions.
- Send mass communications through Gradelink, Brightarrow, and other platforms
- Manage the Gradelink database and provide training as needed
- Assist with communicating staff coverage
- Collect and organize content for the bi-monthly "Bridge" newsletter
- Assist the school in the preparation of reports and documents by creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and distributing final products.
- Assist Advancement to track in-kind donations, forms and updating parent contact info. Recommend improvements needed in-office procedure or operations
- Perform clerical tasks of a varied nature.
- Many tasks will require the frequent exercise of independent judgment within the scope of the authority granted by the Principal

- Provide support to the organization when the other Administrative Assistant is out of the office

General Duties

- Maintain an inviting environment in the front office area, including digital signage updates, general cleaning and tidying.
- Provide privacy and security for students, clients, families, staff, and volunteers
- Greet, welcome, and assist all staff, students, parents, community members, callers, and visitors to the organization
- Assist with general front office duties, e.g., answering incoming calls, determining the purpose of calls, and forwarding calls to appropriate personnel
- Provide support to the school in first response for building visitors, visitor sign-in procedures, and building activities including crisis situations such as building evacuations, lockdowns, emergency situations, and safety procedures when needed.
- Assist with tracking and monitoring of student attendance
- Communicate with parents when students are absent and provide faculty with updated information on tardy students and students requiring early dismissal
- Assist Parent Teacher Organization with scheduling and communications
- Coordinate communications with district resource nurse
- Coordinate Vision and Hearing tests
- Coordinate updates to immunizations required by the state
- Follow emergency procedures specific to the organization.
- Communicate with public services when necessary
- Assist in logistics for organizational school-wide events (ordering food, Spirit Week, fundraisers, etc.) during and after regular work school hours
- Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal, and not otherwise prohibited by law or regulation
- Coordinate and track enrollment and dis-enrollment procedures

Minimum Requirements, Credentials, and Experience

- High School diploma - required
- BS degree in Business Management, Education, or related field preferred
- Business telephone and email etiquette
- Excellent grammar and punctuation
- Basic math skills
- Adaptive at working with a variety of software applications and high familiarity with Mac and/or Chromebook platforms
- Experience planning and executing projects and activities
- The potential need to upgrade skills may be required in order to meet changing job conditions Excellent organizational skills Preferred Qualifications
- A spirit of service and generosity, sound judgment and maturity, calm attention to detail and accuracy, excellent follow-through and communication skills, and the ability to work independently with others are qualities best suited for this position
- A passionate belief in our school's mission, values, and educational model
- An enthusiasm for helping children learn and succeed

- A willingness to pursue continuous improvement and a drive to set and achieve ambitious, challenging, and tangible goals
- Excellent interpersonal and communication skills
- High work standards and attention to detail
- A willingness to be an active, participating member of an innovative, collaborative, and cohesive team of education professionals

PHYSICAL REQUIREMENTS:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently is required to walk; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; reach with hands and arms and to sit. The employee must regularly lift and/or move up to 25 pounds and may occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Frequency Key: Never - 0 hours; Rare - up to 1 hour; Occasional - 1-3 hours; Frequent - 3-6 Hours; Constant - 6-8 hours

<u>Physical Activity</u>	<u>Frequency</u>
● Sitting	Constant
● Walking	Frequent
● Climbing stairs	Rare
● Standing	Frequent
● Crouching/Bending/Stooping	Frequent
● Reaching	Constant
● Pushing/Pulling	Occasional up to 50 lbs.
● Near Vision	Constant
● Far Vision	Constant
● Hearing	Constant
● Talking	Constant
● Lifting/carrying (#50 lbs)	Rare
● Travel	Rare

QUALIFICATION STANDARDS

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION, EXPERIENCE LICENSES OR CERTIFICATES

High School Diploma or GED required; Excellent organizational skills and attention to detail; Basic math skills; Adaptive at working with a variety of software applications and high familiarity with Mac and/or Chromebook platforms; Business telephone and email etiquette; Excellent grammar and punctuation; Excellent interpersonal skills to interact effectively with a variety of people and personalities inside and outside the organization; At least one-year experience working with youth in a classroom, after school, or recreation environment; Flexible traits that will thrive in a new learning environment; A willingness to be an active, participating member of an innovative, collaborative, and cohesive team of education professionals; Effective oral and written communication; Ability to work effectively alone and within a team; Successfully pass a criminal background check.

Preferred Qualifications

A spirit of service and generosity, sound judgment and maturity, calm attention to detail and accuracy, excellent follow-through and communication skills, and the ability to work independently with others are qualities best suited for this position; A passionate belief in AOWL's mission, values, and educational model; An enthusiasm for helping children learn and succeed; A willingness to pursue continuous improvement and a drive to set and achieve ambitious, challenging, and tangible goals; High work standards and attention to detail; Expertise in working with students with autism spectrum disorder and/or related learning differences;

GROOMING

All team members must maintain a neat, clean, and well-groomed appearance.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

I HAVE READ AND UNDERSTAND THE POSITION DESCRIPTION INFORMATION AND HEREBY STATE THAT I CAN PERFORM THE ESSENTIAL FUNCTIONS OF

THE JOB WITHOUT REASONABLE ACCOMMODATION. ACCOMMODATIONS ARE DETERMINED BY MANAGEMENT.

PRINT NAME

DATE

SIGNATURE

