

**Premier Arts and Science Charter School**  
**Job Description**  
**Administrative Assistant**

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The administrative assistant is responsible for supporting an instructional program within which students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth. This person provides administrative, scheduling, and office support to the CAO, principal, school site staff and students. The administrative assistant will assess and respond to requests for assistance, provide support and referrals to the CAO and principal as appropriate, as well as abide by and support the vision, mission, values, policies and procedures of PASCs, as well as relevant state policies and regulations.

**Summary of Duties and Responsibilities:**

1. Assists in student intake and enrollment activities
2. Supports students, staff, and all relevant PASCs programming activities
3. Supports student success celebrations; encourages individual students towards success
4. Performs clerical functions incidental to office activities
5. Prepares documentation, correspondence and reports
6. Process Right to Know requests in conjunction with school Principal
7. Maintains staff calendars, schedule meetings, prepare meeting agendas, and take meeting minutes
8. Processes applications for admissions; ensures compliance with administrative policies and procedures; assists students and parents with the completion of forms; reviews and verifies forms for completeness and accuracy
9. Coordinates registration sequence and assists PASCs staff with scheduling
10. Prepares, maintains, and submits pertinent student records; communicates information as needed, including but not limited to: student files, accountability reports, progress reports, course completion data, etc.

11. Understands and is able to communicate student transcripts, credit requirements, scheduling, etc.
12. Maintains logs and records; compiles statistical data and information; summarizes data in reports for analyses
13. Monitors, updates, and organizes documents and materials into student records
14. Creates, edits, and updates program publications (e.g., newsletters and other communications to parents, staff and community); coordinates production and distribution of publications
15. Learns and masters various software utilized by PASCs
16. Assists in organizing test sites and materials
17. Assists in student recruiting and retention
18. Establishes and maintains collaborative working relationships with students, parents, and staff to enhance the instructional environment
19. Maintains a high level of communication (both orally and in writing) with other PASCs staff, students, and parents to deliver program information and address individual student needs
20. Serves as an informational resource among students, families, and school
21. Models professional and ethical standards when dealing with students, parents, staff, and community
22. Meets professional obligations through efficient work habits, such as: meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others
23. Performs other duties and responsibilities as assigned

### **Required Qualifications**

1. High School Diploma or GED
2. Five (5) years Office Administration experience.
3. Demonstrated proficiency with Microsoft products (testing required).
4. Ability to type at least 65 wpm (testing required).