



**POSITION TITLE:** Executive Administrative Assistant

**REPORTS TO:** Superintendent/CEO and School Business Administrator

**CLASSIFICATION:** 12-month Employee

## **MISSION**

The mission of Albany Leadership Charter School for Girls is to prepare young women to graduate from high school with the academic and leadership skills necessary to succeed in college and the career of their choosing.

## **Values**

College Readiness

Leadership

Empowerment

Accountability

Resolve and Resiliency

## **Vision**

Albany Leadership Charter School for Girls will be a recognized leader in single-sex secondary education for young women. It will foster a community of scholars dedicated to life-long learning and committed to improving their communities through their pursuit of post-secondary endeavors.

## **Commitment to Excellence**

ALCS is a family with the highest of expectations for our daughters, particularly in regards to academic achievement. Our goal is to position our girls so that their senior year can be focused on successfully transitioning to their post-secondary pursuits. If we set the standard, our daughters will rise to the challenge. We emphasize the importance of leadership through scholarship and service. "One leader changes everything" is not just a slogan students hear; it is a belief they are taught to manifest.



## **All Girls**

There are three major advantages for girls who are educated in a single gender school, including: expanded educational opportunity, custom-tailored learning and instruction, and greater autonomy of thought and expression. Single gender schools help to foster an environment where their students think for themselves and take control of their own lives. By eliminating false gender stereotypes, all female schools can liberate and empower their girls to explore various subjects and pursue excellence in all disciplines. It is for these reasons that ALCS believes that the opportunity to experience a single-gender education, should be one that is offered freely to any and all girls who would choose it.

### **Position Summary:**

The Executive Administrative Assistant will perform administrative duties related to the operations of the Superintendent/CEO Office and Business/Human Resources Office.

### **Duties/Responsibilities:**

- Answers and directs phone calls.
- Receives and greets visitors and provides information to parents and the public; screens correspondence and telephone calls for the executive leadership team.
- Receives and distributes office mail.
- Typing/formatting/performing data entry, file maintenance.
- Composes correspondence independently or with general instruction on a wide range of subjects requiring knowledge of procedures and policies of the school; types and composes a variety of materials from verbal or written instruction.
- Schedules and organizes appointments; takes minutes during departmental meetings.
- Updates and maintains multiple calendars as assigned; organizes appointments and meetings and makes arrangements for facilities use.
- Proofreads and types documents and correspondence produced by departments.
- Performs diverse office-related managerial responsibilities within areas and limits of authority as delegated by the Superintendent/CEO and the School Business Administrator; coordinates and organizes office activities and coordinates flow of communications and information.
- Performs a wide variety of secretarial work, including typing and word processing, proofreading, filing, recording information and processing and distribution of correspondence.
- Provides training and work direction to assigned office personnel, organizes and expedites the workflow of the central office and offers guidance and direction to other school personnel as needed.



# ALBANY LEADERSHIP

## CHARTER SCHOOL FOR GIRLS

A 6-12 Academy of Excellence

- Serves as a major information resource person and liaison between schools and the central office; disseminates accurate and timely information and direction to students, parents, staff and visitors, where appropriate.
- Communicates with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns.
- Tracks and orders assigned office supplies according to established procedures and assures appropriate levels of supplies are maintained.
- Maintains other assigned inventories.
- Operates a variety of office equipment including a copier, fax machine, computer and assigned software.
- Compiles and maintains employee directory.
- Maintains confidential personnel and student files.
- Processes required paperwork for employee transfers, changes in job classification, salary increases, and other related employment matters.
- May assist with preparation of human resource reports such as attendance, new hire, and turnover reports.
- Prepares purchase orders for the business/human resources office.
- Handles employment application posts, intakes paperwork and intakes, licensure and trainings.
- Assists with new-employee and intern onboarding and orientations
- Assists with benefits administration.
- Maintains agencies equipment leases.
- Manages Paychex tasks.
- Maintains applicable student files and record keeping
- Reconciles the books monthly.
- Prepares monthly reports for the Board of Trustees.
- Compiles data and prepares reports related to school accountability metrics.
- Provide assistance to the executive leadership team as necessary.
- Performs other related duties as assigned.

### **Required Skills/Abilities:**

- Experience working with a diverse population.
- Excellent organizational skills and attention to detail.
- Organizational operations, policies and objectives.
- Extensive knowledge of office management systems and procedures.
- Ability to operate general office equipment.
- Excellent written and verbal communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to type 60 words a minute.
- Knowledge of and experience with multiple electronic platforms, Google, Microsoft Office Suite and student management systems preferred.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.



- Basic math.
- Ability to maintain confidential information.

### **Qualifications and Competencies:**

- AA degree or HS diploma with extensive experience in office systems. Bachelor's or higher preferred.
- Administrative training required.
- Minimum of three years of executive administrative assistant experience preferred.
- Interpersonal skills using tact, patience and courtesy.
- Interpersonal communication skills with dedication to helping others
- Problem-solving skills
- Excellent time management skills
- Attention to detail and accuracy
- Planning and organizational skills
- Knowledge of IT systems including email, phone systems, software programs, spreadsheets, publishing, databases; faxing, copying/scanning; internet troubleshooting
- Ability to adapt to a constantly changing environment

### **Physical Requirements:**

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.

- Sitting, standing, and walking for extended periods of time.
- Dexterity of hands and fingers to operate assigned equipment and a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Reaching overhead and above shoulders to retrieve files and materials.
- Bending at the waist, kneeling or crouching to file materials.
- The employee must occasionally lift and/or move up to 25 pounds.

### **Working Environment**

Indoor/school office environment. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be



made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.