



# WISSAHICKON CHARTER SCHOOL

## **Clerical Assistant**

### **Overview**

Wissahickon Charter School is looking for a highly organized, detail-oriented Clerical Assistant. The Clerical Assistant is responsible for supporting the daily operations of the schools' front office and reception area. He/she will interface regularly with staff, parents, students and visitors and must be able to do so in a positive manner and with a customer-service approach. The Clerical Assistant will be responsible for answering phones, scheduling meetings, sorting mail, filing, creating and maintaining databases and any other general administrative duties as needed. The ideal candidate will have at least one year of administrative or clerical experience. This position reports to the Lead Office Administrative Assistant.

### **Key Responsibilities**

- Answering general inquiries, directing and screening phone calls
- Greeting parents and visitors to the school and directing them to the appropriate location
- Creating and maintaining databases such as Excel and PowerSchool for student records, school equipment inventory etc.
- Placing orders for departments and tracking the order process for the individual school
- Managing of office supplies for the front office
- Overseeing mailing and shipping delivery systems
- Maintaining conference room calendar and scheduling meetings as needed
- Aiding in student enrollment process for school in regards to paperwork completion and follow up phone calls
- Opening and closing of the school front reception facility
- Communicating to students with high expectations for academic achievement and appropriate behavior in and outside the classroom
- Maintaining a positive and welcoming environment for parents, visitors, coworkers and students
- General administrative duties as assigned

### **Qualifications**

- At least one year of administrative or clerical experience, preferably in a school setting.
- Ability to relate to a diverse population of students and parents a must
- Advanced proficiency in computer skills specifically, Microsoft Office: Outlook, Word, Excel and PowerPoint, and ability to learn new programs/software quickly
- Proven experience multi-tasking, organizing and prioritizing work
- Ability to handle requests and inquires and respond within a timely manner
- High attention to detail
- Performs duties with a high degree of professionalism and positive energy



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## **About Wissahickon Charter School**

Wissahickon Charter School's first and current campus, Fernhill, opened in 2002 and serves 480 K-8 students from across Philadelphia. Our second K-8 campus, Awbury, opened in the fall of 2014. The mission of Wissahickon Charter School (WCS) is to provide a community of learning that stimulates and builds the child's intellectual, social, and character development. Wissahickon Charter Schools are planned around three essential elements: an environmental focus that allows students to experience the curriculum, recognition of service learning projects as key in students' success, and an emphasis on parents as partners in the learning experiences of their children.

## **How to Apply**

To be considered, please send the following to [applicant@wissahickoncharter.org](mailto:applicant@wissahickoncharter.org). Please indicate "Clerical Assistant" in the subject line.

1. Cover letter indicating why you would be a great fit for this position and Wissahickon Charter School
2. Resume

*Wissahickon Charter School is committed to hiring a diverse staff and encourages those from traditionally under-represented backgrounds to apply. Wissahickon Charter School does not discriminate in hiring or employment, or in the administration of its educational policies, admissions policies, or other programs.*