



Lead Office Administrative Assistant- Fernhill

Overview

Wissahickon Charter School is looking for a Lead Office Administrative Assistant for its Fernhill site. The Lead Office Administrative Assistant is responsible for managing the daily operations of the school's front office and reception area. S/he 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. S/he will be responsible for supervising a second office administrative assistant, the school nurse, and other support staff as needed. S/he helps ensure that school operations runs smoothly each day. The ideal candidate will have administrative experience and will thrive in a fast-paced, collaborative work environment. This position reports to the Director of School Operations and is also accountable to the school's leadership team, which is comprised of a Principal, Assistant Principal, Dean of Culture and Director of Learning Support.

Key Responsibilities

- Supervise a second office administrative assistant, school nurse and other clerical assistants as needed
- Answer general inquiries, directing and screening a high volume of phone calls
- Greet parents and visitors to the school and direct them to the appropriate location
- Create and maintain databases in Excel and PowerSchool for student records, school equipment inventory, etc.
- Create and update student files, as well as class lists and other school lists
- Support bi-weekly payroll administration, working closely with Charter Choices, the school's business management firm
- Assist with the student enrollment process, organizing paperwork, tracking completion and conducting follow-up calls
- Plan and help execute a successful and smooth student lottery with support from the Director of School Operations and the Assessment & Accountability Manager
- Assist in preparation for special events such as open houses and fundraisers.
- Field call-outs from staff and work with the Principals to find coverage/substitutes as needed
- In conjunction with the District's transportation office, manage student transportation including school buses and SEPTA transit passes
- Track student attendance with supervisee to ensure it is in on time and accurate, and follow up with school leadership when further action is necessary
- Place orders for departments and track the order process for the school
- Manage office supplies for the front office
- Oversee the mailing and shipping delivery systems
- Open and close the school's front reception area



- Support and enforce school-wide expectations for students during arrival, dismissal and transitions
- Serve as the first point of contact at the school; maintain a positive and welcoming environment for parents, visitors, coworkers and students
- Other administrative duties as assigned

Qualifications

- Bachelor's degree not required but strongly preferred
- At least three years of administrative 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 the Google suite (Gmail, Google Drive, etc.) and Microsoft Office (Word, Excel and PowerPoint)
- The ability to learn new programs/software quickly; prior knowledge of/experience with PowerSchools a plus
- High level of personal organization, attention to detail, planning, and follow-through
- Strong oral and written communication skills and the ability to effectively communicate with students, families, colleagues and supervisors
- Process-driven with proven experience multi-tasking, organizing and prioritizing work in a fast-paced environment
- Self-directed, proactive and a problem solver
- Flexible and able to adjust in order to reach goals
- High degree of professionalism and positivity
- Collaborative work style; maturity, humility, and a sense of humor
- Ability to work occasional weeknights and weekends for special events
- Belief in Wissahickon Charter Schools' mission and environmental education model, and the belief that all children can learn and succeed

About Wissahickon Charter School

Wissahickon Charter School's first campus, Fernhill, opened in 2002 and serves 480 K-8 students from across Philadelphia. Our second K-8 campus, Awbury, opened in 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.
Please indicate "Lead Administrative 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.