

**Part Time Evening Administrative Assistant
January 2018**

**Lehigh Valley Charter High School for the Arts
Bethlehem, Pennsylvania**

The Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c) 3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

This position is a part time hourly position averaging approximately 20 hours per week, with primarily an evening and weekend schedule. Applicants should have availability during the week beginning at 3:15 pm, and be flexible with scheduling on Saturday and Sunday.

The Part Time Evening Administrative Assistant reports to: Executive Office Manager

JOB RESPONSIBILITIES

1. Monitor entrance and exit of all students, parents, and visitors
2. Answer phone calls, direct calls to appropriate staff, and/or take messages
3. Work in collaboration with Facility Rental Manager and Director of Facilities to insure proper access and use/activity of the facility
4. Serve as primary point person for assisting visitors, parents, students, and facility use personnel with questions, concerns, and information
5. Monitor video camera surveillance system
6. Maintain policy compliance and use of facility, report infractions
7. Ability to navigate and maintain social media pages
8. Work in conjunction with the Executive Office Manager to perform administrative tasks pertaining to student attendance
9. Additional duties as assigned by the Executive Office Manager

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the school's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

| Physical Requirements | NA | R | O | F | C |
|--|-----------|----------|----------|----------|----------|
| Sitting | | | | | X |
| Stationary Standing | | | X | | |
| Walking (level surface) | | | | X | |
| Walking (uneven surface) | | | X | | |
| Crawling | X | | | | |
| Crouching (bend at knees) | | | X | | |
| Stooping (bend at waist) | | | X | | |
| Twisting (knees/waist/neck) | | | X | | |
| Turn/pivot | | | X | | |
| Climbing (stairs) | | | X | | |
| Climbing (ladder) | | X | | | |
| Reaching overhead | | | | X | |
| Reaching extension | | | | X | |
| Repetitive use arms | | | | X | |
| Repetitive use wrists | | | | X | |
| Repetitive use hands grasping | | | | X | |
| Repetitive use hands squeezing | | | X | | |
| Fine manipulation | | | | | X |
| Using foot control | X | | | | |
| *Pushing/Pulling Maximum weight: 40 lbs. | | | X | | |
| *Lifting/Carrying Maximum weight: 40 lbs. | | | X | | |

In an 8-hour workday, this job requires: R – Rarely (Less than .5 hr per day); O – Occasionally (.5 – 2.5 hrs per day); F – Frequently (2.5 – 5.5 hrs per day); C – Continually (5.5 – 8 hrs per day); NA – Not Applicable

WORK PLACE EXPECTATIONS

1. Work effectively with and respond to people from diverse cultures or backgrounds
2. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
3. Have regular and punctual attendance
4. Confer regularly with immediate supervisor
5. Follow all school policies, work procedures, and reasonable requests by proper authority
6. Maintain the integrity of confidential information relating to students, staff, or school patrons
7. Provide copies of all current background checks and mandated reporting requirements for personnel file

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the school regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date