

POSITION:

Main Office Administrative Assistant



JOIN OUR TEAM!

At Charter Arts, creativity and community abound! Help us ensure that ALL of our students have access to a rigorous and engaging learning environment in a creative, inclusive, and collaborative arts high school.

321 East 3rd Street, Bethlehem, PA 18015
phone (610) 868-2971 | fax (610) 868-1446

www.CharterArts.org

VISION: To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.

MISSION: Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline and a commitment to excellence this integrated educational experience inspires all students to believe in themselves and what they can accomplish.

TO APPLY: Submit your cover letter, resume, three letters of recommendation, certification (if applicable), and clearances as one PDF document to jobs@charterarts.org by no later than **July 15th, 2021**.

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.

Job/Position Specific Requirements:

- Highly developed organizational skills with attention to detail
- Professional and courteous communication skills, both written and verbal
- Ability to multitask and work in a fast-paced environment
- Be a collaborative member of a team of dedicated educators and administrators
- Excellent time management skills and the ability to prioritize work
- Experience working in a school preferred, but not required
- Experience with the arts or arts education preferred, but not required

Reporting Relationship(s): Dean of Students

JOB PURPOSE

The role of the Administrative Assistant in the Main Office is to work with the Front Office Coordinator to delegate office flow, assist visitors, faculty and staff, as well as students with varying needs. The Main Office Administrative Assistant will ensure that all projects are completed and meet deadlines. This is a part time hourly position averaging approximately 20 hours per week. Applicants should primarily have dayshift availability during the week, with flexible scheduling on Saturday and Sunday as needed. The starting salary for this position is \$12.50 per hour.

Essential functions of the job may include but are not limited to the following:

Main Office

- Monitor entrance and exit of all students, parents, and visitors while ensuring building security

- Answer phone calls, direct calls to appropriate staff, and/or take messages
 - Work in collaboration with Front Office Coordinator, Facility Rental Coordinator, and Director of Facilities to insure proper access and use/activity of the facility
 - Maintain an excellent rapport with employees and effectively promote harmonious interpersonal relationships
 - Collect, sort, distribute, or prepare mail, messages, or courier deliveries
 - Serve as primary point person for assisting visitors, parents, students, and facility use personnel with questions, concerns, and information
 - Monitor video camera surveillance system
 - Make school wide announcements and communicate via walkie talkie when needed
 - Maintain policy compliance and use of facility, report infractions
 - Work in conjunction with the Dean of Students and Assistant Principal to perform administrative tasks pertaining to student attendance, student discipline, student files, etc.
 - Additional duties as assigned by the Dean of Students or Administrative Team.
-

CRITERIA FOR SELECTION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to establish and maintain positive, cooperative, and effective working relationships with others
 - Ability to communicate effectively orally and in writing
 - Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling.
 - Ability to interpret, analyze and problem solve both written and verbal communications.
 - Perform all other related work delegated or required to accomplish the objectives of the total school program.
 - Must have and maintain high expectations for self and all students and team members
 - Demonstrates creativity and leadership.
 - Demonstrates initiative and is a self starter
 - Knowledge and implementation (or willingness and ability to learn) of relevant technology, including but not limited to: Google Office Suite Excel or Google Sheets, Gmail or equivalent, basic image & document editing, Adobe Acrobat or other PDF creation software.
 - Schedule: The Charter Arts school day is from 7:00am - 3:30pm; hours may need to adjust or flex depending on the needs of the specific position as outlined by the direct supervisor. *This is a part time hourly position averaging approximately 20 hours per week, with primarily dayshift hours during the week and flexible scheduling on Saturday and Sunday as needed.* All employees must be willing and able to work outside of regular school hours, including nights and weekends, when necessary and/or when outlined by the supervisor to help support the mission and vision of the school.
-

PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.

- Ability to operate office/classroom equipment
 - Ability to use computer technology and other technology as appropriate for the specified position
 - Must appropriately handle confidential information; ability to use computers and other AV equipment for group meetings, presentations, projectors, and video equipment
 - Physical ability to: Sit 60%; Walk/Stand: 35%; Drive 5%
 - Manual dexterity for repetitive movement of fingers and hands for keyboarding
 - Ability to lift objects of moderate weight from 15 to 30 pounds
 - Artistic high school environment
-

Notes:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates are required to submit up-to-date Act 168, 19, state and federal criminal background checks, and a child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. If an applicant is unable to provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for a period of up to three years.

Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the position for which you applied.