



Job Description: Administrative Services Coordinator

ROLE: Administrative Services Coordinator

PURPOSE: The Administrative Services Coordinator will work to support the daily efforts of the School Leadership. In addition will assist with the daily non-instructional operations of the school. The Administrative Services Coordinator directly assists the Executive Director and Director of Operations with the dailey management of the organization and developing new programs, partnerships and supporting current activities to achieve the mission and goals.

REPORTS TO: Executive Director and Director of Operations

ASSIGNMENT: Administrative Offices

QUALIFICATIONS:

- High school diploma or equivalent.
- Minimum of college bachelor's degree.
- Five years of general operations experience required.
- Work requiring frequent contact with the public is preferred.
- Demonstrate keyboarding, record keeping and filing skills.
- Experience in using various computers and computer programs.
- Ability to work with team members, students and staff.
- Maintain a valid Oregon Driver's License and personal transportation.

ESSENTIAL FUNCTIONS: The candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide leadership for the Administrative Office.
- Ensures that all activities procedures conform to board policies and appropriate laws.
- Ensure that all school activities conform to school guidelines.
- Ensure that all records are managed in a manner that complies all legal procedures.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- React to change productively and handle other tasks as assigned.
- Respond to the individual needs of students and families.
- Support the philosophy and mission of the Charter School.

PHYSICAL REQUIREMENTS:

- Must work in noisy, crowded and stressful environments.
- Requires stooping, bending, reaching, and kneeling.
- Requires prolonged sitting and/or standing.

GENERAL RESPONSIBILITIES: This position will have specific duties that will be identified individually based on the characteristics of the work needed at each location, requiring performance of general secretarial duties. These may include the following:

- Coordinates the daily activities of the Executive Director and Director of School Operations, providing support as needed and directed.
- Coordinates the daily operations the School's non-instructional activities.
- Facilitate the organization's events and activities, working with appropriate departments and staff members.
- Coordinate student health services in compliance with the organization's health services agreement.
- Support the student registration process, working with the school's Program Coordinators to accomplish this task.
- Support the Leadership Committee with organization promotion work.
- Uses independent judgment, decision-making and problem solving skills to perform job functions.
- Achieves professional growth as directed by the School through consultation with School support staff, attendance at building and School in-service meetings and approved workshops and classes.
- Prepare and maintain each student's academic and confidential file, including student's cumulative file and transcripts.
- Maintain any demographic data on students.
- Coordinate the preparation of necessary student, staff and state reports.
- Provide scheduling data and assist in the scheduling process.
- Work with student services team to assist students with post-secondary activities.
- Respect all information as confidential and control the flow of access to all school files.
- Is familiar with school rules and regulations, Charter Board Policy and other rules and regulations governing the general operation of the site.
- Attends administration, leadership, site and staff meetings.
- Administers first aid to ill/injured students, according to school policy.
- Perform other duties as assigned by the Executive Director and Director of School Operations.

RATE OF PAY: According to the Board Compensation Policy

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____

Date: _____

Charter Board Adoption: November 21, 2016