

Administrative Manager

Responsibilities:

- Maintaining attendance records;
- Assisting in purchasing, transportation, travel arrangements, and field trips;
- Performing scheduling duties;
- Collecting data required for the preparation of reports to the charter entity and other appropriate bodies;
- Answering phones;
- Welcoming parents, children, and guests to the school;
- Coordinating mailings and copying;
- Other duties, as assigned.

Qualifications:

- High school diploma or higher degree;
- Demonstrated organizational and writing skills;
- Prior experience in an administrative assistant position;
- Demonstrated ability to relate well to adults and children.