



**Position:** Front Office Administrative Assistant  
**Status:** Full-time  
**Duration:** 12 month  
**Reports to:** Principal  
**Salary:** The expected compensation for this position is \$32,000-\$40,000 annually. Salary is commensurate with experience and education.

### **Our Mission**

- The Elmwood Village Charter Schools provide a stimulating and engaging learning environment that recognizes student capability, fosters their connectedness to their immediate and broader communities, and offers them ways to contribute to school life. EVCS believes that all students can and will learn at high levels when provided with the right learning conditions.

### **Who we are**

- We are passionate about social-emotional learning and believe it is as important as the academic curriculum, and children must meet with social success before they can achieve high levels of academic success
- We have a strong belief in social justice and believe that every voice matters. We value diversity and a wide variety of perspectives. Our leaders are committed to preparing students to be critical thinkers who use their voices for active civic engagement
- Our students are exposed to a strong academic program that emphasizes social responsibility, arts integration, multiculturalism, and community alliances
- The EVCS community values relationships with our staff, students and families
- Our students experience academic success in an intimate, peaceful, and diverse school community that appreciates different learning styles
- Students know that they are valued and respected, and each one of them can contribute to school life
- We put students first - all decisions are made around what is best for students.
- We act with urgency - we set a plan of action with urgency in response to student outcomes and needs.
- We always seek to be better - we believe seeking feedback and professional growth directly impacts students' growth
- We work as a team - we collaborate to achieve shared goals

### **The Opportunity**

We are looking for a service-oriented Front Office Administrative Assistant with great interpersonal skills to provide administrative support to the school's front office. The person in this role will:

- Coordinate classroom daily dismissal reports, attendance/late arrivals reports, and bus transportation rosters through School Dismissal Manager
- Input daily attendance information in PowerSchool
- Maintain the professional appearance of the front office
- Assist in managing student traffic flow in the main office (i.e. discipline, medical, emergency situations, etc.)
- Warmly greet all visitors to the school, determine nature of business, and direct them to the appropriate place or person in collaboration with the receptionist
- Ensure that the main office adheres to our school's Visitor Policy
- Direct members of staff and the school community to the appropriate contacts within the organization
- Manage the maintenance of the school's event calendars and assist with parent communication.
- Support assembly and mailing/distributing of student reports, mailers, newsletters, fundraising materials, etc.
- Process incoming and outgoing mail, including the utilization of the Office Procurify system
- Conduct office tasks such as filing, printing, copying, laminating, etc.
- Monitors security cameras and walkie-talkies to facilitate school safety
- Organize and maintain supply, storage closets, and common work areas

### **What We Look For**

We want someone who:

- Demonstrates a commitment to providing high-quality customer service to all
- Is highly detail-oriented with excellent follow-up and follow-through
- Has strong oral and written communication skills
- Maintains a positive attitude, even in the face of pressure
- Is a team player and open to receiving feedback
- Thrives in a fast-paced, entrepreneurial environment, and is flexible
- Is solutions-oriented and completes tasks and projects effectively and in a timely manner
- Maintains confidentiality and exercises discretion in the dissemination of information

### **Qualifications**

- One year or more experience in an administrative support capacity in an office environment, preferably within a school setting
- High School Diploma or equivalent
- Highly proficient in Microsoft Office tools, G-Suite and able to use various apps, programs and software

### **What We Offer**

EVCS offers an excellent working environment supported by our shared leadership team to ensure each person's strengths can be utilized and fostered.

EVCS offers competitive salaries commensurate with experience and a comprehensive benefits package.

EVCS believes in the importance of being a diverse, equitable and inclusive organization that enables our community to thrive. *As an equal opportunity employer, we hire without consideration to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*

### **Join Our Team**

To apply to this opportunity, please send your resume and a cover letter on Elmwood Village Charter Schools Website: <http://www.evcsbuffalo.org/careers/>