Title: Principal Administrative Assistant (Full Time) Reports To: Principal

Company Overview
New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice.

Position Summary
The Principal Administrative Assistant at New Beginnings High School is responsible for working directly with the principal and working closely with school administration on behalf of the principal. This position provides administrative support to the principal by answering phones, taking messages, overseeing the principal’s calendar, etc.

Key Responsibilities
• Support NBHS by attending community service and outreach activities throughout the year
• Maintain principal’s calendar and schedule appointments and/or interviews
• Serve as liaison between principal and school staff and administration
• Copy and distribute documents/forms signed by the principal, including but not limited to memos, emails, and personal day requests
• Prepare documents for principal’s meetings and interviews as needed
• Assist with the distribution of staff communication from the principal as needed
• Type, proofread, copy, distribute, and file correspondence/documents as needed
• Perform data collection/generate reports (i.e.: pulling reports/data on students and/or staff as needed)
• Perform general office operations as needed
• Perform related duties as assigned

Minimum Qualifications
Requirements
• High school diploma or GED, AA degree preferred
• Ability to understand and follow written and verbal directions
• Excellent written and verbal communication skills
• Background check and fingerprinting clearance
• Willing to work flexible hours (Occasional nights or weekends)
• Mental/physical ability and stamina to meet essential duties of the position in all weather conditions
• Ability to spend approximately 80% of the day out in the field conducting home visits
• Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds
• Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
• Valid Florida driver's license, reliable transportation, valid automobile insurance
Key Competencies

- Respond to inquiries in a timely manner
- Adapt to changing work priorities
- Maintain confidentiality due to parent, student, and staff issues
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Exhibit strong organizational skills and orderliness in work and environment
- Work both independently and as a team member with other individuals and organizations
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds

The Principal Administrative Assistant must demonstrate commitment to the mission and vision of New Beginnings High School customer attendance, retention and customer success through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

Working Conditions

Generally the job requires 40% sitting, 20% walking and 40% standing. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of New Beginnings High School. Opportunity to make decisions without supervision. Responsible for work outcomes and results. Requires work with both internal and external contacts, and with the public. Light work exerting up to 20 pounds of force occasionally and/or 20 pounds of force as frequently as necessary. Job can require home visits and time in the community.

Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.