Title: Administrator Assistant (Full time)  Reports to: Director of Academic Affairs

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 Administrator Assistant is critical to the NBHS strategic goal to be an employer of choice. The position is responsible for performing a wide variety of clerical, technical, administrative, and office support duties in assistance to the Director of Academic Affairs, Director of Academic Progress and the Director of Customer Service.

Key Responsibilities
- Conduct phone screens for candidates prior to the hiring manager’s interviews
- Build community relationships and partnerships
- Assists in training new hires on assigned duties
- Provide general clerical and administrative support to Director of Academic Affairs, Director of Academic Progress and the Director of Customer Service. compose and type letters, memoranda, and other correspondence related to assigned programs and activities; prepare a variety of reports including technical reports and status reports pertaining to management programs and activities
- Conduct routine audits of files and documents
- Assists Director of Academic Affairs, Director of Academic Progress and the Director of Customer Service with maintaining employee records and documentation
- Assists Director of Academic Affairs, Director of Academic Progress and the Director of Customer Service with creation of training materials and projects
- Gather and analyze data, prepare reports, correspondence, and presentations on employee recruitments and retention data
- Support NBHS by attending community service and outreach activities throughout the year
- Provide functional oversight of school-based receptionists
- Provide excellent customer service to all internal and external customers
- Provide clerical assistance to HR/Office Manager when needed
- Other duties as assigned

Minimum Qualifications
Requirements
- Associate’s Degree preferred
- Prior experience in Office Management
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Knowledge and ability to operate standard office equipment
- Knowledge of employment policies, regulations, and laws
NEW BEGINNINGS HIGH SCHOOL
POSITION DESCRIPTION

- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Willingness to work flexible hours as needed
- Able to provide excellent customer service to all internal and external customers/clients
- Valid Florida driver's license, reliable transportation, valid automobile insurance

The Administrator Assistant must demonstrate commitment to the mission and vision of New Beginnings High School in all aspects of employee relations through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- 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

Key Competencies

- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- 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
- Demonstrate critical thinking and problem-solving skill

Working Conditions
Environment
Requires working indoors or remotely in an environmentally controlled office setting. Requires sitting for the majority of the day.

Physical Requirements
Generally, the job requires 40% sitting, 20% walking and 40% standing. Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

*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.*

Employee Name (print) ____________________________________________
Employee Signature ____________________________________________
Date __________________________

Principal (print) ________________________________________________
Principal Signature ________________________________________________
Date __________________________