

VALEO ACADEMY

ADMINISTRATIVE ASSISTANT: Maintains secretarial duties of the school office and assists in maintaining basic tasks within the administrative workflow of Valeo Academy.

Areas the Administrative Assistant's job would include but not be limited to:

- **ADMINISTRATIVE OFFICE**
 - SECRETARIAL
 - RECEPTION
 - ADMINISTRATIVE ASSISTANCE
 - ATTENDANCE MONITORING
 - ADMISSIONS SUPPORT
 - STUDENT MEDICAL ASSIST

ADMINISTRATIVE OFFICE

SECRETARIAL DUTIES

Responsibilities include but are not limited to:

- Check your email daily at the beginning of the day
- Make photocopies for school needs
- Maintain photocopier, by ordering toner when needed, monitoring usage data, upkeep of passwords
- Work on Microsoft Outlook
- Monitor school lost and found bin
- Handle mail and postage by bringing mail to the school office and distributing accordingly and post outgoing mail.
- Handle inner-office mail and deliveries
- Order office and classroom supplies for school
- Distribute any notices, forms, etc that need to go home with students to classrooms/teacher mailboxes
- Process outgoing school letters, emails, mailing labels, faxes, memos/notices
- Create/type or maintain any school letters, emails, mailing labels, faxes, memos, hall passes, ID's, name tags, signs, watermarks, color printables, student/parent notices, fliers, basic school signs, e-blasts, etc.
- Print mailing labels, student lists, etc. from PowerSchool
- Assist in mass mailings, prepare envelopes when necessary
- Maintain the office, classroom, and hospitality supplies, and organization of supply areas; reorder when necessary
- Order curriculum
- Maintain requisition filing
- Maintain general school files, file drawers, and file organization with excellence and neatness
- Submit facilities requests, i.e. room reservations, room layouts, etc.
- Maintain the neat and organized space of the general office and lobby which will require at times to put things away in closets, adjusting lobby seating, discard unnecessary items, request facilities services, etc.
- Maintain student information cards
- Create receipts for monies paid to the office
- Track monies that come in and submit them properly by using a revenue envelope and forward to Principal or Accounting

ATTENDANCE

Responsibilities include but are not limited to:

- Monitor the late arrival and early dismissal of students
- Distribute tardy passes and hall passes to students
- Maintain in PowerSchool student attendance data that is taken in the school office
- Verify that teacher have taken attendance daily

RECEPTION ASSISTANCE

Responsibilities include but are not limited to:

- Answer main school phone line and maintain basic phone traffic and questions
- Return necessary phone messages
- Alert teachers of any necessary messages
- Send school e-blasts
- Maintain the general school email
- Maintain family emails
- Update any new family contact information or changes
- Maintain any voice mailbox extension information with personnel
- Forward any necessary items to students/classrooms that have been dropped off at reception
- Track and verify school visitors and volunteers and sign off on Working Scholarship time sheets
- Monitor incoming traffic in school lobby, i.e. answer doorbell, verify unidentified persons in lobby, etc.
- Monitor part-time faculty sign-in and sign-out
- Maintain the neat and organized space of the reception area which includes refreshing any fliers, handouts, etc. on the reception counter.
- Contact Facilities for building needs, i.e. set thermostat, call for clean up, etc.
- Monitor any student records or TRC items that may be taken from the office

ADMINISTRATIVE ASSISTANCE TO SCHOOL OPERATIONS

Responsibilities include but are not limited to:

- Assist the Principal with any administrative items they may need to delegate
- Schedule new student assessments
- Make general phone calls and set appointments when necessary
- Research any necessary data
- Price compare any necessary item
- Maintain set-up and clean-up of any basic hospitality need for meetings, i.e. coffee and refreshments for teacher in-service meetings
- Track classroom & curriculum inventories when school begins and ends

- Report any IT needs to the IT department when necessary
- Verify dismissal radios are on with each of the teachers/classrooms at 2:50P.M.
- Assist with requisitions when necessary
- Assist with getting volunteers plugged in
- Assist with ticket programs during event seasons
- Assist with promo table/lobby table when necessary

ADMISSIONS

Responsibilities include but are not limited to:

Working with families from the inquiry stage through enrollment and then to admissions:

- Inquiries, inquiry database and inquiry reporting
- Tours and Student Visitor set-up
- Upkeep of enrollment & admissions materials for packets
- Yearly revisions of all enrollment & admissions materials
- Enrollment guidance and tracking
- Admittance letters/calls
- Scheduling of assessment student interviews
- Upkeep of admissions materials
- Admissions mailings
- Upkeep of family contact information

STUDENT MEDICAL ASSIST

Responsibilities include but are not limited to:

- Assist students with basic first aid needs
- Supervise prescription medication when required
- Call parents for permission with any medicine given to students
- Track any medical actions on the Student Information Card
- Order any necessary medical supplies
- Keep the medical area neat and organized
- Track, store & properly label student prescriptions