



SUMMIT CHARTER SCHOOL

370 MITTEN LANE, CASHIERS, N.C. 28717 Phone: (828) 743-5755 Fax: (828) 743-9157

Administrative Assistant

2024-25 School Year

Position Description

Summit Charter School is currently seeking applications for a full-time Administrative Assistant to begin in July 2024. The position is an 11-month position (July - May).

NATURE OF WORK

The Administrative Assistant supports the successful operations of the school with a primary focus on K-12 student enrollment management, high school transcript management, high school office operations, and assisting with administrative needs of the school leadership team. The Administrative Assistant reports directly to the Principal.

JOB RESPONSIBILITIES

- Greet and assist parents, students, staff and visitors at the high school front office reception desk
- Manage access of the high school front entrance
- Serve as the primary communications point of contact between the high school office and the main office
- Answer phone calls transferred to the high school front office
- Manage high school student attendance and discipline records in the school's student information system to ensure records are accurate and up to date
- Manage K-12 student enrollment following established school enrollment policies and procedures under guidance and supervision of the Principal and Head of School
- Manage high school student records to ensure all student records are up to date and in compliance with school and state policies
- Manage high school transcripts under supervision of the Principal and Director of Student Experiences/College Counselor
- Assist with logistics and operations of school programs and special events as assigned, including supporting the Director of Student Experiences in administrative tasks in the planning of field trips
- Maintain school Google Calendars for all high school events
- Assist the Development Director with data entry and administrative tasks as assigned
- Perform all other duties as assigned by the Principal, Director of Student Experiences, and/or Head of School

REQUIRED SKILLS

- Customer service skills
- Ability to prioritize, manage multiple tasks and projects, and efficiently complete all tasks in a timely manner
- Effective communication, both written and oral, with multiple stakeholders, including administrators, teachers, parents, and students
- Proficient use of necessary office softwares including Microsoft Office (Excel, Word) and Google Apps (Gmail, Google Drive, Google Docs, Google Sheets)
- Ability to learn and proficiently use all relevant school office technology systems

MINIMUM TRAINING AND EXPERIENCE

- Prior related administrative or office work experience
- Experience working in educational settings (preferred)
- High school diploma or a high school equivalency diploma

About Summit

Started in 1997, Summit strives to deliver a personalized education that addresses the needs of the “whole child” through an array of opportunities in core instruction, the arts, technology, charter education, and service learning. As a public charter school, Summit offers a choice for parents, students, and educators who want an emphasis on self-directed learning and active participation in the learning process. Key design elements include: small class sizes, individualized instruction, experiential education programs, character development, parent volunteerism, and meaningful community engagement.

Summit recognizes the social and educational value of a diverse leadership, staff, and student community. To that end, we actively seek and encourage employee applications from qualified individuals representing diverse social, ethnic, and racial groups.

Our Mission

The Summit Community engages students in learning experiences that stimulate discovery, inspire excellence, and nurture a positive influence in an ever-changing world. The Summit Experience equips our students with a level of confidence that invokes success, self-worth, and the opportunity to thrive in all endeavors. Our graduates are academically prepared, engaged in community, and strong in character.

Salary & Benefits

Summit Charter School offers a competitive salary in alignment with the North Carolina Public School scale. Benefits include employee coverage of health insurance premiums (currently under the State plan with Blue Cross Blue Shield), percentage matching (up to 3%) of contributions made to an individualized TIAA CREF retirement portfolio, contributions to an employee life insurance premium, and participation in AFLAC insurance offerings.

Contact Information

Interested candidates should send a cover letter, resume, and list of three professional references to Andrea Chalker, Summit Charter School, 370 Mitten Ln, Cashiers, N.C. 28717, or send as an attachment document to achalker@summitschool.org.

For more information about Summit Charter School, please visit our website at www.summitschool.org.