

**Administrative Assistant**  
**Ashé Preparatory Academy**  
**Public Charter School**  
Reports to: Principal/DOO  
Classification: Full-time  
Start Date: April 1, 2019  
Location: Seattle, WA



*Ashé*  
Preparatory Academy

## **ABOUT ASHÉ PREPARATORY ACADEMY**

**Ashé' Preparatory Academy** (Ashé Prep) will serve 450 K-8 students from the greater Skyway community – beginning with grades K, 1, 2, and 6 in 2019. Ashé (ah-SHAY) is a philosophical concept from the Yoruba of Nigeria, West Africa that affirms the power to make things happen and produce change. Ashé Prep will make things happen and produce change by addressing the unmet educational needs of Skyway/West Hill students. Ashé Prep students will be change-makers in their community.

### **Our Mission:**

Ashé Preparatory Academy's mission is to **cultivate the genius** of a diverse population of students and prepare them to excel in high school, college, and career and to serve as **leaders in and for their communities**.

### **Our Vision:**

Ashé' Preparatory Academy's vision is that all students and graduates know how to take **action to improve their communities and their world**.

### **Our Values:**

Ashé Prep's school culture is based on the **seven principles of Kwanzaa, the Nguzo Saba** – unity, self-determination, collective work/ responsibility, cooperative economics, purpose, creativity, and faith/conviction. These values undergird everything from student classroom participation to board decision-making.

## **OPPORTUNITY**

The full-time School Administrative Assistant position was created for the purpose of providing integral administrative support to the overall functioning of our growing school; overseeing day-to-day school office activities, monitoring and coordinating assigned activities; relieving the School Principal of administrative details; and providing information, recommendations, and/or direction as may be requested by the Principal and various team members.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

Administrative Assistant responsibilities include, but are not limited to, the following:

- Perform general front office duties, e.g., retrieving messages and forwarding to appropriate personnel; answering incoming calls, determining purpose of calls and forwarding calls to appropriate personnel; responding to inquiries from a variety of internal and external parties (staff, parents, students, vendors, the general public, etc.) for the purpose of providing information or direction and/or facilitating communication among parties; welcoming on-site visitors, determining

nature of business and announcing visitors to appropriate personnel.

- Coordinate a variety of office activities and school events to assist the principal in the efficient operation of the school.
- Maintain school calendar; schedule appointments, special events or staff meetings as needed.
- Register, release or transfer students as required; complete enrollment information and maintain related records or rosters of demographic and residence information.
- Compile or maintain initial language level of students; update such records as needed throughout the school year. Enter student enrollment or attendance data in a student information system; reconcile and adjust attendance reports and submit as directed; contact parents or guardians to report and verify excused and unexcused absences; track and report excessive absences or tardies.
- Issue keys and other equipment or material as needed; maintain records and inventory documents.
- Arrange for substitute teachers to cover teacher absences.
- Enter work orders for maintenance or repair needs.
- Track and report staff attendance.
- Compile, review, amend or correct various reports related to custody and guardianship and National School Lunch Program eligibility.
- Assist principal with development and administration of school budget; solicit quotations from vendors or suppliers and create requisitions for goods, services, supplies and materials; request budget transfers as required; enter requests for personnel, including hourly employees or others performing special assignments.
- Assist with annual procurement of textbooks and other instructional materials.
- Distribute supplies and materials to staff; insure that adequate quantities are available.
- Operate a variety of contemporary office equipment.
- Use a computer and various proprietary or mass market software applications, including MS Office Word and Excel.
- Provide secretarial support to the principal, including composing routine correspondence and general communications, bulletins, newsletters and notices.
- Provide basic first aid to ill and injured students in the absence of a school health assistant.
- Prepare and accurately maintain files, records, reports or other documents.
- Assist with transportation requirements, both daily and special.
- Perform related duties as assigned.
- Maintain punctual and consistent attendance.

## **QUALIFICATIONS**

- Humility, sense of humor, and rock-solid commitment to Ashé Prep's mission and the communities we serve.
- Education Required: Any combination equivalent to graduation from high school and one (1) year of college or business school, and three (3) years of work experience which must include two (2) years of increasingly responsible clerical/secretarial experience in a school office working with the public in a service capacity.
- Pass reference and required background/criminal checks
- A demonstrated passion for improving K-12 public education; prior experience working with underserved communities, families and/or students preferred.
- A spirit of service and generosity, sound judgment and maturity, calm attention to detail and accuracy, excellent follow-through and communication skills, and the ability to work independently

with others are qualities best suited for this position.

- A passionate belief in our school's mission, values, and educational model and an enthusiasm for helping children learn and succeed
- A willingness to pursue continuous improvement and a drive to set and achieve ambitious, challenging, and tangible goals
- Excellent interpersonal and communication skills
- High work standards and attention to detail
- A willingness to be an active, participating member of an innovative, collaborative, and cohesive team of education professionals
- Business telephone etiquette
- Excellent grammar and punctuation and basic math skills
- Adept at working with a variety of software applications and high familiarity with Microsoft Office and Google Suites.
- Experience planning and executing projects and activities
- The potential need to upgrade skills may be required in order to meet changing job conditions

*Ashé Preparatory Academy does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.*

## **COMPENSATION**

Salary for this position is competitive and commensurate with experience. \$35,000 - \$40,000  
We also offer a comprehensive benefits plan as well as the opportunity to impact a growing, mission-driven organization that is committed to the success of students in Skyway, Renton, and Seattle.

## **APPLICATION PROCEDURE**

Please submit an application by email to [mharrison@asheprep.org](mailto:mharrison@asheprep.org) by February 15, 2019.

The application should include a resume, cover letter, and contact information for three (3) professional reference.