

Executive Assistant/Registrar

The Executive Assistant is responsible for supporting the Principal in the efficient organization of the School Office and filling the role of the Registrar. Key roles include providing a full secretarial function for the Principal, including meetings, minutes, organization of special events, travel, filtering calls and visitors, and the administration of office procedures. This position requires a high degree of initiative and organization, a team player attitude, confidentiality with sensitive information, excellent interpersonal and communication skills, attention to details and project coordination.

Qualifications

Three (3) years of related professional experience required. High school diploma required with bachelor's degree (preferably in business administration) preferred.

- Must have good interpersonal skills and familiarity with the school as an organization. Must work effectively with and collaborate with the Principal.
- Thorough understanding of Microsoft Office, especially Microsoft Excel.
- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Effective communication skills, both verbal and written.
- Telephone techniques and etiquette.
- Welcoming, kind and service oriented to students, staff, parents and community.
- Maintain confidentiality of records and information.
- Is extremely organized and willing to take initiative.
- Is self-motivated and willing to serve.
- Ability to execute projects systematically.
- Excellent time management skills with the ability to complete tasks promptly and accurately.

Terms

Reports to the Principal; 12-month position.

Duties and Responsibilities

- Organize and prepare necessary information for Board of Director's meetings, including appropriate public notice, agenda, read-aheads, and meeting notes.
- Support the Principal with regular correspondence, including weekly newsletters, email management, parent communication and speeches (including PowerPoints).
- Support the Principal with oversight of the calendar, including travel arrangements and accommodations and all scheduled and requested meetings.
- Creation and organization of regular team meeting agendas (Student Support Services Team, Operational Team, Faculty Team).

- Keep Principal's filing (and front office filing, when appropriate) organized and up to date.
- Enroll and register students.
- Maintain Student Information System.
- Assist in class scheduling duties.
- Researches data and prepares statistical reports as required.
- Daily record keeping of absences and tardiness.
- Manage sign-in and sign-out sheet for students.
- Answers attendance questions.
- Coordinate with the school's Administrative Assistant in order to draft, edit, and review any correspondence which is sent or published under the Principal's signature.
- Schedule the Principal's appointments in order to provide the most efficient use of the Principal's time.
- Participate in medical training provided by the district
- Maintains personal conduct both on and off campus that reflects positively on Tallahassee Classical School.
- Articulates and facilitates the implementation of the mission and values of Tallahassee Classical School.
- Various front office, administrative, and clerical tasks the Principal may assign.

Bookkeeper

The bookkeeper is responsible for maintaining accurate financial records, coordinating the employee reimbursement process, entering financial transactions and data into the school's accounting system, maintaining contracts with vendors and supervising purchasing, ensuring compliance with grants and contracts that are binding upon the school, maintaining the human resource function for employees of the school, providing assistance to other staff members, and ensuring the smooth operations of the business office of the school.

Qualifications

Bachelor's Degree and two to five years related experience and/or training; or Associates degree with four to seven years related experience; or ten to fifteen years related experience in lieu of a degree. Notary commission is preferred.

- Working knowledge of fund accounting principles
- Familiar with public school accounting
- Working knowledge of state and district reporting guidelines
- Ability to prepare and analyze annual budget and financial statements
- Good organizational skills
- Ability to function independently and as part of a team
- Effective communication skills
- Advanced computer skills, especially Microsoft and QuickBooks
- Knowledge of Human Resources and benefits recording, documentation and processing.

Terms

Reports to the Principal; 12-month position.

Duties and Responsibilities

Financial:

- Collect payroll data and provide to payroll processing firm
- Maintain vendor files, contracts, and pricing
- Oversee purchasing process for the school
- Secure Principal's approval for payment
- Provide requested files to auditors and serve as auditor liaison
- Process substitute teacher pay for PTO requests
- Maintain teacher lead funds and expense records
- Coordinate reimbursement of employees for appropriate expenses incurred

- Meet on a monthly basis with the board treasurer and the principal to provide them with the monthly financial statements, the year-to-date budget vs. actual report, and the school's projected annual financial outcome

General:

- Serve as backup for front office staff when needed.
- Coordinate and maintain security passcodes.
- Collect time/attendance sheets for employees
- Provide attendance sheets for Principal's review and approval
- Support faculty in coordinating substitute teachers and payment.
- Coordinate the school's employee and board member background and fingerprint checks and maintain fingerprint files.
- Maintain annual conflict of interest forms for Board Members
- Manage the organization's corporate documents.
- Maintain tax exempt certificate.
- Corporate, State and District reporting such as bond document reporting and State Accountability Report
- Articulate and facilitate the implementation of the mission and values of Tallahassee Classical School.
- Maintain personal conduct both on and off campus that reflects positively on Tallahassee Classical School.
- Perform other duties as assigned.

Human Resources:

- Update and maintain employee database.
- Process new hire and termination paperwork.
- Provide basic new hire orientation.
- Maintain salaried employee contracts.
- Organize benefit election process.
- Complete monthly benefits and benefit processing
- Calculate and enter paid time off (PTO) information.
- Process employee termination paperwork.
- Provide verification of employment when requested.

Administrative Assistant/Nurse

The Administrative Assistant/Nurse is responsible for providing clerical support as necessary to ensure completion of required projects at the school site and to perform a variety of responsible data entry, typing and general clerical activities in support of an academic or administrative function.

Qualifications

Three (3) years of related professional experience required. High school degree with bachelor's degree (preferably in business administration) preferred.

- Must have good interpersonal skills and familiarity with the school as an organization. Must work effectively with and collaborate with the Principal.
- Thorough understanding of Microsoft Office, especially Microsoft Excel.
- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Effective communication skills, both verbal and written.
- Telephone techniques and etiquette.
- Maintain confidentiality of records and information.
- Is extremely organized and willing to take initiative.
- Is self-motivated and willing to serve.
- Knowledge of school policies on immunization, medication, first aid, emergencies and child abuse/neglect.
- Ability to execute projects systematically.
- Excellent time management skills with the ability to complete tasks promptly and accurately.

Terms

Reports to the Assistant Principal; 12-month position.

Duties and Responsibilities

- Perform a variety of responsible office duties, enter a variety of text or numerical data into the computer; enter, update, and maintain accuracy of information.
- Perform a variety of clerical duties involving data and information processing of materials and resources.
- Perform routine typing of reports from detailed copy; post records; proof completed typing assignments.
- Maintain records, inventories, index and cross reference files; file data numerically or alphabetically.
- Operate a variety of office equipment, including a computer, typewriter, calculator, copier, fax machine, printer, and other equipment.
- Inspect and review documents to ensure data is complete and accurate before entering into computer or before processing.
- Duplicate items; package and distribute completed copies.

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- Assure the timely distribution and receipt of records, reports, and bulletins as directed.
 - Make telephone calls as directed; take and relay messages.
 - Greet and assist students, faculty, staff, parents, and others; answer phones and refer telephone calls and visitors to appropriate personnel; answer routine questions according to established guidelines.
 - Review, check, correct, and compile a variety of information and reports.
 - Verify data for accuracy.
 - Prepare and maintain a variety of records.
 - Organize, process, and print reports and other written materials.
 - Process a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda, and other documents.
 - Prepare Board of Directors agendas.
 - Post notice of Board Meetings.
 - Provide work directions to others as assigned.
 - Independently compose written communication.
 - Maintain confidentiality of records and information.
 - Articulates and facilitates the implementation of the mission and values of Tallahassee Classical School.
 - Maintains personal conduct both on and off campus that reflects positively on Tallahassee Classical School.
 - Serve as the school nurse and attend all required trainings related to serving as the nurse provided by the district.
 - Act as an emergency coordinator for student/staff medical issues.
 - Perform other duties as assigned.

Head Custodian

The Head Custodian is responsible for supporting the mission of the school by overseeing all facility-related capacities, including facility oversight, emergency procedures, inventory, and requisition. The Head Custodian ensures that the maintenance and cleaning of the school by all custodial staff is accomplished efficiently and consistently in accordance with established performance standards. The Head Custodian also performs and supervises tasks related to HVAC, electrical, plumbing, security, environmental, safety, custodial and event coordination. This position requires a team player attitude, excellent interpersonal and communication skills, attention to details and project coordination.

Qualifications

High school diploma and three (3) years of successful facilities maintenance experience required.

- Effective communication skills, both verbal and written.
- Flexibility, organization, decision making and problem-solving skills.
- Interpersonal skills with diverse populations.
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Ability to meet deadlines, work on multiple projects, and coordinate the work of others.
- Ability to maintain positive relationships with students, parents, community members and staff.
- Is self-motivated and willing to serve.
- Excellent time management skills with the ability to complete tasks promptly and accurately.

Terms

Reports to the Assistant Principal of Administration; 12-month position.

Duties and Responsibilities

- Ensures the building(s) are opened at appropriate times.
- Manages and performs all work related to the maintenance of school buildings including but not limited to HVAC, plumbing, electrical, custodial and security of the school.
- Maintains equipment on school grounds by closely monitoring equipment and completing necessary testing as required. Also maintains accurate records of all maintenance repairs. Performs repairs as needed.
- Oversees and provides custodial needs of the school.
- Oversees and provides event coordination. Ensures proper scheduling of set up and take down for meetings and events.
- Keeps buildings safe by making sure they meet building code requirements.
- Works with Assistant Principal of Administration to report operational problems, solutions, and costs associated. Provides a weekly status update on any pending project(s).

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- Keeps an updated spreadsheet which outlines all facility/operational projects (including those which relate to busing/transportation); spreadsheet should include cost, scope, priority level, and details of projects, and when updates are made, should be provided immediately to the Assistant Principal of Administration.
 - Supervises all school maintenance and custodial contractors.
 - Develops, oversees and may assist teams of volunteers providing school maintenance services such as cleaning, painting, and landscaping.
 - Supervise contractors and vendors as they relate to maintenance.
 - Develops and maintains a relationship with all contractors and vendors ensuring efficient facility operations.
 - Regularly inspects school properties for areas of concern.
 - Provides general carpentry on school properties as needed.
 - Oversees lawn maintenance and landscaping by contract personnel.
 - Organizes and provides to principal any documentation associated with building maintenance.
 - Serves as primary contact for facility related emergencies, which may require evening and weekend work.
 - Ensures compliance and implementation of policies as they relate to school facilities.
 - Implements procedures for handling, storing, safekeeping, and destruction of hazardous materials.
 - Maintains inventory of all school-owned property twice per year, in accordance with school, district, and state policy.
 - In-services new staff on School and District policies and regulations as they apply to school site operations; standard school site rules and procedures, including emergency procedures.
 - Promotes and maintains a positive and effective school climate by ensuring that all interactions with staff, students, parents, and the public at large are prompt, efficient, helpful and friendly.
 - Maintain Fire Drill log
 - Oversee playground safety and security.
 - Supervise and evaluate all custodial staff at the site.
 - Maintain personal conduct both on and off campus that reflects positively on Tallahassee Classical School.
 - Other duties as required.