



THRIVE AT RYZE

ADMINISTRATIVE ASSISTANT





COMPANY DESCRIPTION

Ryze Academy is a free public charter school founded to address persistent educational inequities through rigorous instruction, culturally affirming practices, and strong family partnerships. Serving students in grades K–4 and growing to a full K–8 model, Ryze will open in August 2026 to 250 students. Grounded in high expectations, whole-child support, and a deep investment in educator development, Ryze prepares confident, capable leaders ready to thrive and make a difference. At Ryze, we work hard, do good, and commit to making a lasting impact, together.

JOB DESCRIPTION - ADMINISTRATIVE ASSISTANT

The Administrative Assistant is the heartbeat of Ryze Academy’s daily operations. This role supports school leadership, staff, families, and scholars by ensuring smooth office operations, clear communication, and a welcoming school environment. The ideal candidate is organized, proactive, personable, and deeply aligned with our mission.



KEY RESPONSIBILITIES :

- Serve as the first point of contact for families, visitors, and community partners
- Manage front office operations, including phones, emails, scheduling, and visitor check-in
- Support enrollment, student records, attendance, and documentation
- Assist school leadership with calendars, meeting coordination, and correspondence
- Maintain organized systems for files, supplies, and school communications
- Support family engagement events, meetings, and school-wide initiatives
- Collaborate with staff to ensure smooth daily operations and a positive school culture
- Uphold confidentiality and professionalism at all times

GRIT

RESPONSIBILITY

OPTIMISM



QUALIFICATIONS:

- High school diploma required; associate's or bachelor's degree preferred
- Previous administrative or office experience (school or nonprofit experience a plus)
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Proficiency with Google Workspace, Chatgpt and basic office technology
- Ability to multitask in a fast-paced, dynamic environment
- Warm, welcoming demeanor with families and scholars



WHAT WE'RE LOOKING FOR

- A problem-solver who takes initiative. Solve problems before they arise.
- Someone who values structure, systems, and follow-through
- Someone who is forward thinking, innovative and creative
- A team player who believes in children, community, and excellence
- A professional who understands that the front office sets the tone for the entire school
- Familiar with social media and website editing.

WHY JOIN RYZE ACADEMY

- **Entrepreneurial Spirit:** You thrive in a start-up environment and are willing to "wear many hats" to help the school succeed.
- **Conscious Leader:** You model emotional intelligence, resilience, and integrity in your interactions with staff, students, and families.
- **Detail-Oriented:** You understand that "excellence is in the details."
- **Believer:** You possess an unwavering belief that all students can achieve at high levels and that the teacher is the most critical factor in that success.



COMPENSATION

- 12 month employment/Full-Time
- Compensation for this role is between \$33,000-\$35,000
- Starting pay is determined using various factors including but not limited to relevant administrative experience and tenure with Ryze Academy.

BENEFITS

- Extensive, best-in-class training and development
- Competitive benefits package including: medical, dental, vision, life, short term disability.
- 403b retirement plan with up to a 4% match.
- Ryze Discounts at many participating local stores and businesses in the triad
- Potential yearly bonuses based on high-level performance.



At Ryze Academy, we believe students and adults thrive in a supportive, welcoming, and affirming environment. We are intentional about building a diverse and mission-aligned team that reflects the communities we serve and brings a wide range of lived experiences, perspectives, and strengths. We value respect, collaboration, and open dialogue as essential to shaping a strong school culture rooted in belonging and high expectations.

Ryze Academy is an equal opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants and do not discriminate or tolerate harassment on the basis of race, color, religion, age, sex, national origin, disability, genetic information, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local law.

We are also committed to ensuring individuals with disabilities have full access to employment opportunities and benefits, including reasonable accommodations during the interview process and while performing essential job functions. Candidates who wish to request an accommodation may contact our recruitment team.

“Education is our passport to the future, for tomorrow belongs to the people who prepare for it today.”

- Malcolm X

