

Administrative Assistant

Hidaya Academy views education as encompassing the “whole child” -- i.e. the spiritual, social- emotional, academic and physical needs of a student. It realizes that this is the only true way to prepare a child for success in this life, and the next. We aim to be a professional, sustainable Islamic school, infused with research driven teachings that will weave into developing students’ mindsets on how Islam shapes their identity and the world in which we live.

Hidaya Academy is seeking one administrative assistant to facilitate organization, management and oversight of daily tasks during the school day. School opened in August 2023 in Urbana, IL. This is a great opportunity for individuals looking to grow their careers in an environment that values increasing students’ skills and knowledge, solidifying their Muslim character, and inspiring confidence-based principles that allow them to serve and thrive, in our communities and our world. If these values resonate with you, we invite you to join our team!

SUPERVISOR: Senior Administrator

JOB SUMMARY: The administrative assistant will report to and perform all duties necessary to assist the Administration in successful daily operation of the school. Assistants must be knowledgeable of and able to implement all school policies and basic protocols. Administrative tasks may include, but are not limited to communicating, scheduling, and providing technological and in-person support to students and staff. A strong candidate is perceptive, observant of the environment and takes initiative where needed. Hidaya seeks a highly motivated, self-starter who works well under pressure and goes beyond secretarial duties to help achieve the Academy’s goals.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Greet parents, students, and other community members in the building and direct them as needed.
- Organize, update, file and protect all student information (student enrollment forms, health information, assessments, grades, etc.)
- Possess knowledge of the district’s policies and procedures pertaining to student attendance. Maintain records of all communication from parents/guardians regarding early dismissals/late arrivals/absences from school. Record, operate and edit the computer system for attendance. Assist other staff with phone calls to parents/guardians regarding their child’s absence from school.
- Protect and maintain all school passwords for operating systems, subscriptions, and learning resources. Have knowledge of all operating systems and assist teachers or parents in troubleshooting.
- Possess and maintain knowledge of all contents of the Student/Parent Handbook, including social-emotional regulation support systems and the school discipline policy. Be ready to assist in providing a safe environment for a child and initiating protocols when a child is sent to the main office until the Administrator or assigned staff member takes over.
- Be knowledgeable of first aid protocol (training may be provided) and the school health policy. Be ready to initiate such protocols until further assistance or another staff member comes to take over.

- Assist with answering/referring calls on the main phone line, sending/responding to messages or announcements on school groups (e.g. Whatsapp and School Cues) and maintaining general correspondence via email per direction of Administrator.
- Possess and maintain knowledge of the contents of the Student/Parent Handbook.
- Be familiar with the school calendar and all school schedules. Coordinate scheduling of school-wide events, field trips, guest speakers, etc. and communicate with appropriate teachers and staff. Troubleshoot any scheduling conflicts.
- Maintain a sub list for teachers, monitors, and staff. Contact subs in a timely manner in the event of a planned or emergency absence, and follow up with teachers to ensure receipt of lesson plans.
- Maintain and update SchoolCues or website with any forms, logs, documents, or necessary announcements.
- Follow up with teachers regarding receipt of lesson plans, progress notes, input of grades, etc.
- Be able to step in momentarily in the classroom to flexibly assist the teacher for a short time in whatever capacity is needed.
- Assist with duties assigned to the Senior Administrator .
- Perform any and all additional duties as needed by the Administration, staff and support personnel.

EDUCATION

- Bachelor's Degree from an accredited college or university, with certification and endorsements.

PREFERRED EXPERIENCE

- Two years of secretarial/clerical experience preferred.
- Experience with web navigation, typing/word processing, email/file/spreadsheet management, and working with computer or office equipment such as printers and copiers.
- Interested applicants who do not meet the requirements may also submit applications for review and consideration.

OTHER SKILLS AND ABILITIES:

- Strong attention to detail and excellent organizational skills.
- Ability to maintain strict confidentiality in regard to student/staff records.
- Ability to work effectively and efficiently with different personnel.
- Strong public relations skills and ability to interact and communicate professionally and effectively with people from a diversity of backgrounds.

TERMS OF EMPLOYMENT:

- Must be eligible to work in the United States
- 50% tuition discount for your children.
- Salary is dependent on experience. Tentative range \$23-26K/ year.
- Hours: 7:30 am - 4:30 pm
- 11 month employee with Paid Time Off

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on assessment of professional personnel.

Reports to: Senior Administrator

START DATE: August 2024

AN EQUAL OPPORTUNITY EMPLOYER.