

Administrative Assistant (Grades K–8)

Role

Serves as the primary point of contact for the front office and supports the administrative and operational functions of the school. The Administrative Assistant ensures smooth daily operations by managing communication, supporting recordkeeping and reporting, and maintaining a welcoming, organized environment for students, families, and staff. This role reflects ALA's mission by promoting professionalism, trust, and a culture of excellence in service to the school community.

Authority Level:

Operates under the direct supervision of the School Administrator. Carries out a wide range of office, clerical, and communication duties to support both instructional and operational leadership. Exercises discretion, confidentiality, and customer service in all public-facing and internal functions.

Responsibilities

The Administrative Assistant plays a vital role in ensuring the school functions smoothly and efficiently. As the frontline representative of ALA, this position supports a culture of excellence and hospitality while safeguarding the organization's integrity through accurate records and responsive communication.

Front Office Operations and Communication

- Greet students, families, staff, and visitors with professionalism, warmth, and helpfulness
- Answer phones, emails, and in-person inquiries; route messages and information efficiently
- Maintain accurate attendance records, tardy slips, early dismissals, and daily sign-in/sign-out logs
- Maintain the master schoolwide calendar, including academic deadlines, staff meetings, appointments, events, and compliance dates.
- Coordinate schoolwide event logistics, including internal team responsibilities, external communications, and site setup needs.

Student Records and Data Management

- Maintain and update student files, including enrollment forms, immunization records, emergency contacts, and academic documents
- Support data entry for student information systems (SIS), attendance, and school reporting
- Provide compliance and operational support

- Assist in the preparation and submission of compliance documentation for state reporting, licensing reviews, and board audits.
- Track and ensure compliance with all state-mandated reporting requirements, including health compliance (e.g., immunization records), enrollment counts, and AzEDS data accuracy.
- Maintain up-to-date logs, digital systems, and documentation that support operational accountability and audit readiness.

Administrative and Operational Support

- Provide clerical and administrative support to the School Administrator and academic leadership team
- Help coordinate substitute coverage, daily communications, and classroom support logistics
- Assist with staff onboarding paperwork, supply inventory, and routine purchases
- Prepare newsletters, notices, memos, and documents for school-wide distribution
- Vendor, Purchasing, and Facilities Coordination
 - Act as primary point of contact for facility maintenance requests, IT issues, and instructional vendor support.
 - Manage and monitor school supply inventory, restocking, and ordering processes aligned with school policy.
 - Coordinate vendor scheduling, deliveries, and site access when needed.
 - Submit and track purchase orders and invoices, ensuring proper documentation for procurement and audit purposes

Family and Community Engagement

- Serve as a liaison between families and school leadership, relaying messages and providing information
- Support enrollment and registration processes by distributing forms, guiding families, and collecting documents
- Assist with organizing school events, including open houses, parent meetings, and community activities
- Reinforce the welcoming, mission-aligned culture of ALA in every interaction with the school community

Alignment with ALA's Mission and Educational Philosophy

- Support ALA's three pillars: Academic Excellence, Character Development, and Physical Fitness through reliable, mission-driven service
- Reflect Aristotelian ideals of integrity, humility, and service in daily interactions and responsibilities
- Uphold essentialist principles by maintaining order, structure, and clear systems in school operations
- Support a constructivist community by adapting to the needs of diverse stakeholders and responding to challenges with flexibility and purpose
- Serve as a model of responsibility, discretion, and professionalism in support of students, families, and staff

Reporting Structure

Reports To: School Administrator

Collaborates With: all staff

Receives Support From: Academic Director

Administrative Assistant

Minimum Qualifications

- High school diploma or equivalent (*Associate's preferred*)
- Proficiency in office technology (MS Office, Google Workspace)
- 18 clock hours of Health and Safety Training
- CPR & First Aid Certification
- Arizona IVP Fingerprint Clearance Card
- *Familiarity with FERPA and school operations preferred*

Experience

- 1 year administrative experience (preferably in a school setting)

Core Competencies

- Multitasking and time management
- Professional communication and discretion
- Calendar coordination and event planning
- Family and community relations
- Protects confidentiality and manages sensitive information
- Supports school culture and mission in front office interactions
- Resourceful problem-solver with calm demeanor