



# ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS

A 6-12 Academy of Excellence

**POSITION TITLE:** Main Office Administrative Assistant

**REPORTS TO:** Director of Advancement

**CLASSIFICATION:** 12-month Employee

## **MISSION**

The mission of Albany Leadership Charter School for Girls is to prepare young women to graduate from high school with the academic and leadership skills necessary to succeed in college and the career of their choosing.

## **Values**

College Readiness

Leadership

Empowerment

Accountability

Resolve and Resiliency

## **Vision**

Albany Leadership Charter High School for Girls will be a recognized leader in single-sex secondary education for young women. It will foster a community of scholars dedicated to life-long learning and committed to improving their communities through their pursuit of post-secondary endeavors.

## **Commitment to Excellence**

ALH is a family with the highest of expectations for our daughters, particularly in regards to academic achievement. Our goal is to position our girls so that their senior year can be focused on successfully transitioning to their post-secondary pursuits. If we set the standard, our daughters will rise to the challenge. We emphasize the importance of leadership through scholarship and service. "One leader changes everything" is not just a slogan students hear; it is a belief they are taught to manifest.



## **All Girls**

There are three major advantages for girls who are educated in a single gender school, include: expanded educational opportunity, custom-tailored learning and instruction, and greater autonomy of thought and expression. Single gender schools help to foster an environment where their students think for themselves and take control of their own lives. By eliminating false gender stereotypes, all female schools can liberate and empower their girls to explore various subjects and pursue excellence in all disciplines. It is for these reasons that ALH believes that the opportunity to experience a single-gender education, should be one that is offered freely to any and all girls who would choose it.

### **POSITION DESCRIPTION:**

The Main Office Administrative Assistant is responsible for maintaining the main office environment, being the first point of contact for families, students and guests to the building. The Main Office Administrative Assistant is also responsible for participating in the planning efforts and communications that will advance Albany Leadership's mission and goals. Reporting to the Director of Advancement, the Main Office Administrative Assistant ensures the main office is a professional and welcoming environment for all constituents.

The Main Office Administrative Assistant plays a critical role in shaping the culture of and building the foundation for Albany Leadership's ongoing success, forging strong relationships with parents, staff and guests. The Main Office Administrative Assistant is a part of the Advancement Team and will be involved with a variety of administrative tasks and duties for this department, including but not limited to the areas of fundraising, enrollment, family engagement, etc.

### **Essential Background and Experience:**

- Knowledge of and experience with multiple electronic platforms, Google, Office 365 and student management systems preferred.
- Experience working with a diverse population.

### **Main Office:**

- Provides a welcoming, friendly and respectful environment in the main office to staff, students, families and visitors.
- Follows procedures for ensuring that all main office inventory is ordered and consistently available to staff.
- Maintains copiers throughout the school building.
- Tracks main office budget.



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- Works closely with other office staff to ensure that all day-to-day needs are met.
- Assists students and staff when they come into the main office.
- Responsible for updating and distributing the Daily Staff Email.
- Assists with attendance as needed in real time.
- Facilitates school wide mailings and maintains postage machine.

### **Recruitment:**

- Assists in researching and calling organizations for recruitment purposes.

### **Enrollment:**

- Meets with and assists families throughout their time at Albany Leadership.
- Assists with making phone calls for new families, re-enrollment forms and annual surveys.
- Follows up with families to support the enrollment process.

### **Family Engagement:**

- Acts as liaison between staff, students and families when necessary.
- Provides ongoing support and communication to families throughout the school year.

### **Communications and Community Engagement:**

- Assists with parent communications.
- Demonstrates a deep respect for, and ability to articulate the mission and core values of the school and commitment to academic excellence in a charter school education, along with the Board's and School Leader's vision on the strategic direction of the school.

### **Development**

- Assists with administrative work for fund development needs.

Additional responsibilities as assigned.