

SEEKING ADMINISTRATIVE ASSISTANT FOR DELAWARE'S FIRST SINGLE GENDER CHARTER SCHOOL

About Prestige Academy

Prestige Academy is a college-preparatory public charter middle school for boys in Wilmington, Delaware serving students in grades five through eight. Prestige Academy opened in August of 2008 with 103 fifth grade students. We have expanded one grade per year and currently serve 300 students in grades 5, 6, 7 and 8. Prestige Academy's mission is to prepare young men in grades 5-8 for admission to and success in demanding college preparatory high schools. In a highly structured, achievement-oriented school culture, Prestige Academy students develop a strong academic foundation in the core subjects and the REAL values necessary for success: Respect and Responsibility, Excellence in Behavior, Academic Mastery, and Leadership. We are seeking a dynamic individual to serve as the Administrative Assistant at Prestige Academy.

Location

Wilmington, Delaware is conveniently located along the Northeast corridor, just 30 min. from Philadelphia, 90 min. from Washington, DC, 60 min. from Baltimore, 120 min. from New York City and only minutes from Southern New Jersey.

Application Process

We have undertaken an exciting and achievable quest to create a school that ensures urban children are provided with an academic environment that will set them on a path to college and beyond. We are seeking a talented and hard working professional with an absolute commitment to seeing boys succeed. Please send a letter of interest and recent resume along with thoughtful responses to the following question to Jack Perry at: jack.perry@pa.k12.de.us.

- a. Why do you want to work in an urban charter middle school?

Sincerely,

Jack L. Perry

Jack L. Perry
Executive Director
jack.perry@pa.k12.de.us
302-762-3240 ext. 102

ADMINISTRATIVE ASSISTANT

Position Summary

The Administrative Assistant is responsible for the daily operations of the front office, under the general supervision of the Executive Director.

Job Expectations

The role of a strong Administrative Assistant is imperative in the overall success of Prestige Academy. This person will be in direct communication with all of the Academy's stakeholders and will maintain the infrastructure needed to support a school of systems, structures, and successes.

Below is a list of the skills, expectations, and duties of the Administrative Assistant candidate.

- Believe in the school mission that all students should be prepared for admission to and success in demanding college preparatory high schools
- Exhibit strong reception skills, including answering phones, door, and mail correspondence
- Collect and enter data into administrative databases
- Order, manage, and maintain inventory of school supplies
- Independently, or in accordance with general instructions, compose correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures
- Collect and enter student attendance and make follow-up calls with families
- Coordinate school mailings
- Coordinate daily distribution of homework and detentions
- Develop and edit school newsletters
- Review and edit documents to ensure consistency with policies, regulations, operational procedures, formatting, grammatical construction and punctuation
- Help coordinate special events
- Maintain school calendar
- Contact parents and emergency assistance agencies in the case of serious illness or injury
- Create systems to file all important school documents
- May take notes in meetings and conferences and prepare accurate summaries
- Complete other responsibilities as the Executive Director, Dean of Curriculum and Instruction may request.

Qualifications and Experience

- College degree preferred
- Previous experience as an administrative assistant (preferably three or more years)
- Proficiency in all Microsoft applications
- Proper English usage, grammar, spelling and punctuation
- Knowledge of modern office methods and equipment, including computer terminals, hardware, software, printers, copiers, and telecommunications (fax, phone, e-mail)
- Well developed organizational skills
- Effective oral and written communication skills
- Ability to compose correspondence independently
- Ability to apply policies and procedures related to assigned duties and responsibilities
- Prior experience in urban communities preferred
- Positive attitude and strong work ethic

Compensation & Benefits

Compensation will be competitive and commensurate with experience.

Start Date

An exceptional candidate will assume a full time role no later than July 9, 2012.

The position will remain open until filled.

Commitment to Diversity

Prestige Academy is actively seeking to build a diverse and experienced team. We do not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We are an equal opportunity employer.