

JOB ANNOUNCEMENT

POSITION: ADMINISTRATIVE ASSISTANT

SCHOOL: VGHS

DEADLINE: 10-23-2009

SALARY: \$25,000 Minimum

ABOUT THE POSITION: The Vista Grande Charter High School Administrative Assistant must be willing to work in an Expeditionary Learning environment as stated in the Charter School Mission. The AA will be involved in all aspects of the school as necessary to carry out the mission of the school. Included within the scope of the AA role is: Attendance Clerk, Student Records, Registrar, Transportation Scheduler, Nutrition Program Assistant, STAR's/STI Data Coordinator, Recorder for the Governing Council meetings, Receptionist and General Assistant to the Director/Principal.

DUTIES AND RESPONSIBILITIES: Update computer database, disseminate VGHS information to the parents and community, handle routine paperwork for efficient organization of the school, receives deliveries and ensures proper disbursement, maintains supplies and materials, tabulates and posts data regarding students, receives and relays visitors to the school, maintains and updates files and records, cumulative records and student attendance records, handles internal and external communication by receiving and relaying calls and answering routine inquiries, work with diverse populations, arranges meeting schedules for governing council and Director/Principal, prepares and distributes reports, monitors supplies, materials and equipment and ensures organization for the annual inventory, correspondence and other documents, maintains and updates files and records, assists in the preparation and implementation of special projects, activities and events scheduled for VGHS.

REQUIREMENTS: Basic knowledge regarding student records including transcripts, test scores, scheduling of courses, requirements for CUM Files, Free and Reduced Lunch applications, Transportation and Bus Schedules, correspondence with parents and guardians, etc.

MINIMUM QUALIFICATIONS: High School Graduate or GED, Associate Degree Preferred. Must have experience working within a school setting. Knowledge of computer software used in STAR's and STI an essential skill. Applicant must have demonstrated skill in basic computer knowledge. Basic knowledge in bookkeeping and maintaining inventory for a school system essential.

LICENSES/CERTIFICATES: Valid Drivers License

OTHER CONDITIONS OF EMPLOYMENT: None

AGE: All applicants must be 18 years of age or older.

CHARACTER: Good moral character as determined by a thorough background investigation including a fingerprint and record check. Any felony conviction by a state, federal or foreign government for a crime of violence will prohibit an applicant from being considered.

CITIZENSHIP: All applicants must be United States citizens or permanent resident aliens who are eligible for and have applied for citizenship.

Application Procedure:

1. Complete a VGHS application for employment.
2. Submit a resume.
3. Include any license or credential earned.
4. Complete Fingerprint and background investigation.
5. Submit complete packet to Dr. Loretta DeLong, Director/Principal, VGHS by 5:00pm October 23, 2009

**Can be faxed, emailed or hand delivered.

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