

Job Description

ADMINISTRATIVE ASSISTANT

The administrative assistant's hours will vary depending on the size of the Academy. The times will vary, depending on the needs of the director. Suggested times are 8:00 a.m. to 3:00 p.m. or 8:15 a.m. to 3:15 p.m. Hours may be reduced during summer break and other times when the Academy is closed. Duties and responsibilities are outlined below.

Responsibilities:

- Answer phones and take messages.
- Set appointments and keep schedule for the Director.
- Type class lists each month.
- Type and email for Director.
- Copy materials as necessary.
- Monitor daily sign in/out sheet.
- Under Director's approval, orders supplies and handle other duties necessary for the operation of the school.
- Maintain current student files on all children, including telephone/address card, red file, initial assessment file, cumulative folder, notarized hospitalization form, medication form, policy agreements, parent information sheet, and any other document as mandated by the Director or LLL supervisor.