



Job Description

Administrative Assistant to the Principal/Registrar

POSITION: Administrative Assistant to the Principal / Registrar

LOCATION: Greenville Technical Charter High School

***DEADLINE FOR APPLICATION:** Open Until Filled

SALARY RANGE: \$40,000 - \$48,000

LENGTH OF SERVICE: 12 month employee

QUALIFICATIONS: Knowledge of Microsoft Suite, G-Suite, and PowerSchool are required; Bachelor's Degree and documented experience in a school setting preferred.

APPLICATION PROCESS:

- Send resume to: manthony@staff.gtchs.org (Mary Nell Anthony, Principal) and jtaylor@staff.gtchs.org (Jeff Taylor, Assistant Principal of Instruction)

As Administrative Assistant to the Principal, this position performs all administrative support duties required for the Principal and the Board of Directors, under the direct supervision of the Principal. This position requires knowledge of school procedure and policies, the ability to assume responsibility, work effectively and independently, and maintain confidentiality. As Registrar, this position is responsible for maintaining all student records from the point of enrollment through graduation or transfer.

Areas of responsibility include the following:

- Initiate and/or draft, prepare, and distribute a variety of documents, including but not limited to letters, memos, e-mails, acknowledgements, notices to staff, forms, and reports; sign specified correspondence on behalf of the Principal
- Make all necessary arrangements for travel and conferences for school faculty and staff
- Receive telephone and in-person callers, maintaining a helpful, positive demeanor. Use discretion to determine those which are to be handled by the Principal personally, as well as those delegated to a subordinate or other department. Make referrals as appropriate, answer general questions, including those requiring research or technical knowledge
- Prepare all materials for the Board, including materials for regular and special meetings, study sessions, and closed hearings. Set up for and attend Board meetings, take and prepare minutes. Maintain regular communication with all Board members. Maintain and keep current the Board website (part of the overall GTCHS site)
- Attend and assist as needed with key school events such as Open House, in-take meetings, Senior Project community judging, etc.
- Maintain the online school calendar
- Maintain the waiting list for the school and ensure students are enrolled off of the waiting list in a timely manner
- Enroll new students and obtain and maintain a variety of student records such as grades, test records, transcripts, special education and immunization records from other school

- Enter all student data for new students and evaluate and enter all transcripts for new students and send transfer grades to teachers
- Update student codes each year in PowerSchool
- Maintain permanent student records and prepare transcripts for graduates
- Prepare a variety of reports including the annual graduation rate report and freshmen college report
- Maintain all faculty and staff personnel records
- Assist with building maintenance by entering work orders, coordinating scheduling with the college, and issuing keys to all faculty and staff
- Serves as a notary public for the school
- Often works closely with the Director of Business and Finance in a fiduciary capacity
- Perform other related duties as directed

The ideal candidates for this position must embrace the mission and philosophy of GTCHS. Strong verbal and written communication skills are a necessity. This position requires someone who is proactive, personable, and goal-driven. The candidate should exhibit listening, patience, caring and empathy when relating to staff and community. The candidate must understand the unique environment of a Charter school and Early College, and be prepared to expand their knowledge and experience to grow as an asset to the school. Outstanding knowledge of Microsoft Office, Google Drive, and Powerschool is essential. Above all, the candidate should possess the ability to work both independently and cooperatively, exercise good judgment and confidentiality, and work effectively under pressure from the public, workload, and employees.

**This deadline is for the convenience of the Greenville Technical Charter High School (GTCHS). GTCHS reserves the right at any time to extend the deadline date without notice and without final consideration of any pending application. GTCHS does not discriminate in admissions or access to its education programs, nor in the treatment of its applicants for employment, nor in any of its programs and activities, nor does it use any other unlawful criteria such as age, race, sex, disability, religion or national origin, in its dealings with employees, students or the general public.*

EQUAL OPPORTUNITY EMPLOYER