

Job Title: Executive Administrative Assistant

Reports To: Executive Director

Position Status: Salaried – Non-Exempt (comparable to the PCSB SG13 pay scale)

Hours: School year – 0700 – 1600 (1 hour lunch)

Hours: Summer – 3 days per week – 0800 – 1600 (30 min lunch)

SUMMARY

The Executive Administrative Assistant will perform multiple administrative functions related to executive and personnel support, both in and out of the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate understanding of the organization’s mission and strategic plans
- Prepare memos and other communications on behalf of Administration
- Establish accessible and supportive relationships with Cypress Junction Montessori personnel, Board members, Polk County School District personnel and/or guests of the organization
- Knowledge of spreadsheet, word processing, presentation, email and data management software packages in a Microsoft Office environment. Additional knowledge or ability to learn web platforms to manage organization website and manage program registrations. (Knowledge of PCSB systems and online programs a plus)
- Assist with special event planning as necessary
- Research sources or other topics as directed
- Provide assistance to other administrative staff/receptionist, and/or other personnel, including classroom teachers and assistants.
- Participate in staff duties for internal & external programs and events
- Assist administrative team with data entry
- Interact and work well with students of various age and educational levels in and out of the classroom
- Must be willing and able to obtain basic medical training certifications (Health Contact, first aid, CPR, etc)
- Must possess strong verbal and written communication skills, listen well, get clarification, and respond positively to questions and directions.
- Other duties as assigned

Position Requirements:

- High school diploma or general education degree (GED) is required (Two year or four year college degree preferred)
- Prefer 2 years related work experience as an administrative or classroom assistant in an educational environment
- Must pass background screening
- Ability to professionally interact with multiple constituents including Board Members, elected officials, donors, Community members, Polk County District personnel and other Cypress Junction Montessori staff
- Ability to speak, read, and write English fluently
- Ability and willingness to accept direction and follow established policies and procedures
- Ability to work proactively with work-related problems/issues
- Ability and willingness to carry out duties while staying calm, courteous, and polite during stressful times
- Ability to perform work accurately and thoroughly within time-sensitive deadlines
- Ability and willingness to show cultural competence in regards to nationality, race, sex, religion, and sexual preference of both community members and staff
- Ability to honor confidentiality and handle sensitive materials and information
- Prior experience in a nonprofit setting is preferred.

ADA Statement:

In addition to the duties enumerated above, this position also has physical components as listed below. The list is intended to give an overview of the position as performed by a person without disabilities. In conformation with the American with Disabilities Act and UACDC's policy on Equal Employment Opportunity, UACDC will make reasonable adjustments to enable an otherwise qualified individual with a disability to perform the essential functions of the position with or without accommodation where necessary.

- | | | |
|------------------------|---|------------------------------|
| 1. Occasional reaching | 2. Occasional bending | 3. Occasional stooping |
| 4. Occasional kneeling | 5. Occasional crouching | 6. Occasional stair climbing |
| 7. Frequent standing | 8. Frequent walking | 9. Frequent sitting |
| 10. Frequent turning | 11. Occasional carrying, pushing and/or pulling up to 10 lbs. | |

The Duties and Responsibilities, Skills and Abilities listed above are not intended to be an exhaustive list for this position. They are intended to be exemplary of the level and complexity of work generally performed by a person in this job. The duties and responsibilities may be changed due to evolution of the position or to reflect the special abilities or disabilities of the person in the position.