

**New Roots Charter School**  
**Job Description - Administrative Assistant**  
**2025-26**

**Position Title:** Administrative Assistant

**Duration:** This is a temporary position through June 30, 2026, with the possibility of being renewed the following year.

**Hours:** Monday through Friday, 8:30 AM to 4:30 PM

### **Position Overview**

As a member of New Roots Charter School's administrative team, the Administrative Assistant will provide essential support to the School Principal and Superintendent, Executive Projects Director, and other members of the administrative team under the supervision of the Executive Projects Director. The ideal candidate will enjoy using their organizational and technical skills to help create an optimal school environment that supports students and their families, as well as school administrators, faculty, and substitute teachers.

The Administrative Assistant's essential duties and responsibilities are as follows:

- Provides front desk coverage daily during the Office Specialist & Registrar's lunch break. Answers phones, greets guests, and responds to student or family inquiries
- Provides additional front desk coverage as assigned, in the event of staff absences
- Supports collection and storage of student cell phones at the front desk in the mornings, and distribution in the afternoons
- Visits the post office daily to collect mail and send outgoing mail, and distributes incoming mail
- Coordinates substitute teacher coverage for teacher absences
- Supports substitute teachers with photocopies, keys, Chromebooks, and technology support
- May serve as an occasional backup substitute teacher
- Supports arrangements for Community Meeting and other school events
- Generates, sends, and files disciplinary letters on behalf of Principal & Dean of Students (including, but not limited to: suspension letters, Superintendent's Hearing notices, Superintendent's Hearing decision letters)

- Completes tasks assigned by school administrators such as data entry, compiling spreadsheets of data, and filing
- Provides orientation and support to school software to staff, families, and students (such as SchoolTool, ParentSquare, and Classroom)
- Supports state exam administration
- Provides other administrative support as directed

**Qualifications:**

- Excellent verbal and written communication
- Excellent interpersonal skills
- High level of attention to detail and organization
- Familiarity and experience with technology, including computers, copiers, and phones
- Familiarity and experience with Excel
- High degree of comfort learning new computer programs and systems, including student information systems
- Must possess sensitivity to confidential information and hold a high standard of integrity
- Prior administrative experience
- Support the mission and vision of New Roots Charter School
- Work in a professional manner at all times
- Attend administrative team meetings and all-staff meetings
- Associate's Degree or higher education

**Compensation, Benefits, and Hiring:**

The pay range for this position is \$20-\$22 per hour, based on experience and qualifications. This position is eligible for benefits including health insurance, vision insurance, dental insurance, and paid time off. The new employee will be required to complete a fingerprinting-based background check through IdenToGo prior to employment.

We anticipate that job responsibilities for all positions will evolve as our organization grows. Successful candidates for the New Roots founding team will have a demonstrated capacity for flexibility and the multifaceted skills that will nurture this growth.

**Application Process:**

Interested candidates should submit an application, including resume, cover letter, and references, through OLAS (<https://www.olajobs.org/>). Questions can be directed to [careers@newrootsschool.org](mailto:careers@newrootsschool.org).

*A sustainable community is a diverse, inclusive network of people. New Roots Charter School is an equal opportunity employer—applicants will be considered solely on the basis of qualifications and ability, without regard to race, religion, color, sex, age, national origin, sexual orientation, disability, or veteran status.*