

Job Title: Administrative Assistant (Recovery High School)

Terms of Employment: 10 month contract (200 days)

FLSA Status: Non-Exempt

Reports To: Principal

Brief Description of Position: The Administrative Assistant to the Principal is responsible for providing direct support to the school's leadership team within a youth-centered therapeutic and academic setting. In addition to assisting the Principal in the general delivery of school services, this position serves as the primary "gatekeeper" for the school environment—ensuring a safe and welcoming atmosphere for students in recovery. Responsibilities include managing office workflow, processing purchase orders, coordinating recovery-centered school events, and maintaining the highest level of discretion regarding sensitive student information.

Distinguishing Characteristics: The Administrative Assistant II classification performs secretarial and administrative duties in support of the Principal of an alternative education program specializing in substance use recovery. Incumbents must possess a high degree of emotional intelligence and the ability to maintain a calm, professional presence in a high-intensity environment. This role requires a greater breadth of office management specifically involving the integration of academic and recovery-support records.

Required Qualifications:

- High School diploma or equivalent; supplemented by minimum two years previous experience and/or training that includes secretarial or clerical work.
- Experience or strong interest in working with at-risk youth, specifically those in recovery from substance use disorders or facing mental health challenges.
- Must possess strong organizational skills as well as the ability to handle multiple projects simultaneously in a fast-paced environment.
- Demonstrated ability to exercise independent judgment, prioritize tasks, and work independently with a high degree of accuracy.
- Demonstrate excellent skills in computer word processing, spreadsheets, and databases.
- Must be team-oriented with exceptional interpersonal skills and a trauma-informed approach to communication.
- **Must maintain an absolute level of ethical behavior and confidentiality** regarding student recovery status and records.
- Demonstrated ability to meet and effectively deal with the general public, clinical partners, and families in a compassionate and professional manner.

Essential Duties and Responsibilities:

- Compiles data from a wide variety of diversified sources (e.g. school staff, recovery community organizations, clinical partners, government agencies) for the purpose of preparing reports and tracking student engagement.

- Coordinates a wide variety of projects and events for the Principal (e.g. recovery celebrations, parent support groups, staff workshops, and community outreach) for the purpose of delivering services in accordance with school mission and mandated requirements.
- Maintains complex manual and electronic documents (e.g. attendance, sobriety-related documentation, time sheets, and databases) for the purpose of providing up-to-date information in accordance with legal requirements and recovery-school guidelines.
- Participates in a variety of meetings and trainings (including trauma-informed care and recovery support orientation) for the purpose of providing or receiving information and supporting the school's holistic mission.
- Prepares a wide variety of complex written materials (e.g. newsletters, agendas, event programs, and reports) for the purpose of communicating the school's unique mission to stakeholders and families.
- Processes requisitions, travel reimbursements, and budget transfers in compliance with administrative guidelines.
- Researches topics (e.g. current recovery-school practices, education codes, and local resources) for the purpose of providing recommendations and addressing administrative requirements.
- Responds to calls, concerns, and complaints with empathy and de-escalation skills, referring individuals to clinical or academic personnel as appropriate.
- Schedules appointments and meetings for the Principal and other administrators, ensuring a seamless flow between academic and therapeutic activities.
- Supports the Principal and other assigned administrators by providing a stable, organized "front-of-house" presence that anchors the school's recovery culture.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Hazards: For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate-controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter.
- Sufficient hearing to understand speech at normal room levels and on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate effectively with sufficient volume to be heard in normal conversation and when addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, or pull objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ **Date:** _____

Reviewed by: _____ **Date:** _____