



DAVINCI ACADEMY ADMINISTRATIVE ASSISTANT AND PARENT ENGAGEMENT COORDINATOR JOB DESCRIPTION

Mission

DaVinci Academy of Arts and Science will cultivate a passion for learning through an enriched and individualized approach to education. The DaVinci community will work together to ensure positive character development and build a strong foundation for continuous learning.

POSITION TITLE: Administrative Assistant and Parent Engagement Coordinator

REPORTS TO: Operations Manager

POSITION OBJECTIVE: The primary objective of the Administrative Assistant is to welcome parents and visitors, assist teachers as needed, track student attendance as needed, maintain accurate parent payment records, and coordinate communications between office staff, parents, students, and teachers as it aligns with the mission, vision, pillars of DaVinci Academy.

PRINCIPAL RESPONSIBILITIES:

- Monitor the front entrance to maintain building security, ensuring all guests log in upon arrival.
- Greet guests and answer phones courteously and professionally, directing inquiries as appropriate.
- Perform general clerical and recordkeeping duties, including copying, faxing, filing, and handling mailings.
- Provide administrative support to school leadership and office personnel to facilitate day-to-day operations.
- Assist in the upkeep of office equipment by clearing paper jams, scheduling maintenance, and ensuring adequate supplies are stocked.
- Maintain the organization and cleanliness of the three staff workrooms, keeping supplies replenished and spaces functional and tidy.
- Keep the reception area clean, organized, and welcoming on a daily basis.
- Sign for and route incoming packages in a timely and efficient manner to support smooth office operations.
- Support end-of-day communication and respond to parent inquiries as needed.
- This position will be cross-trained with the Lead Administrative Assistant to ensure consistent coverage during breaks, sick time, and paid time off (PTO).

- Perform other duties as assigned.

Qualifications:

- Minimum of a high school diploma or equivalent required; a college degree is preferred
- Must have or be able to quickly acquire knowledge of the school system structure (mission, goals, and objectives), policies, and procedures
- Must have experience demonstrating the ability to deal with diverse situations and diversity of people, while communicating effectively
- Must be proficient in a Windows environment, including word processing, spreadsheet, and database software
- Must be able to learn quickly to use the software programs currently used at the school
- Ability to maintain strict confidentiality regarding work performed and family data
- Ability to handle multiple interruptions and adjustments to priorities throughout the day
- Excellent memory and organizational ability, to set priorities, organize workload, handle multiple responsibilities, and meet deadlines
- Ability to compose concisely and clearly
- Ability to work within a team setting with multiple contributors on projects
- Ability to multi-task projects, people, and events to get the job done
- Willingness to learn new things and eagerness to acquire new skills
- Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment, including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records
- Knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette; and concepts of grammar and punctuation.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent walking, standing, and prolonged periods of sitting at a desk.
- May be required to lift up to 25 lbs.

Position Information:

- Hourly Pay Range: \$18-\$20 per hour
- Duty Days: Modified year round, 176 duty days per year (M-F 8 AM - 4:30 PM)
- Time Off: 3 days of PTO, and 10 days of sick time to accrue
- Benefits Eligible
- Start Date: August 10, 2026

DaVinci Academy utilizes the Frontline Recruiting Platform, please visit the site below to apply:

<https://www.applitrack.com/davincicharterschool/onlineapp/default.aspx>