



## Administrative Assistant

**STATUS:** Full-time, Year Round, Non-Exempt

**SALARY:** Base salary \$30,000 plus benefits, higher based on experience and qualifications

**LOCATION:** 1127 S 35th St, Milwaukee, WI 53215

### Vision and Mission

**Mission:** El Puente High School, part of the TransCenter for Youth network of schools, is committed to providing a small, safe, and nurturing learning environment in which students focus on becoming contributing members of society. We believe that a solid and well-rounded academic education is the essential cornerstone in building a successful future for each of our students.

**Vision:** We envision providing students a rigorous and relevant curriculum with nurturing and safe relationships with staff.

We believe that a solid academic education will allow our students the most opportunities when they graduate from our program. We want to help our students learn how they learn best, learn what social skills will allow them to resolve conflict peacefully, and how to manage their lives successfully both inside and out of the school building. We expect everyone, staff and students alike, to give their best effort. We expect that you will treat everyone in the El Puente community with respect and compassion.

### Summary

The Administrative Assistant completes routine administrative and clerical duties under the supervision of the Co-Directors. The administrative and clerical duties concern the maintenance and operation of records, implementation of programs and coordination of defined procedures.

### Core Attributes

- **Commitment to Justice and Equity:** Recognizes the role of race, gender, other identities and socio-economic conditions in shaping disparities and disposition, is driven to improve conditions, and proactively learns re: race, equity, and identity.
- **Results-Orientation:** A proven track record of achievement and producing results (rather than getting immersed in the process), perseveres despite obstacles. Solution minded vs stuck on obstacles.
- **Project Management Skills:** Maintenance of immunization records, SIS Database, etc.
- **Information Management:** Collects data from individuals and creates summary databases/reports; collaborates with school-based personnel in implementing standards and operating procedures established for the management of student data; Audits school data for compliance with MPS and state standards.
- **Communication & People Skills:** Coordinates school/office communication including emails, calls, and newsletters. Possesses the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

## Essential Duties and Responsibilities

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as leadership may deem necessary from time to time.

- **Enrollment/Reports**
  - Maintain enrollment up-to-date records
  - Maintain student data and student records
    - Report cards/progress reports/grade sheets
    - Transcripts
    - Daily/Weekly attendance
    - Title One Reports
    - Lunch Applications/Lunch Reports
  - Translates and interprets materials
  
- **Transportation**
  - Maintain transportation list
  - Maintain student addresses and phone numbers
  
- **Program Assistance**
  - Call parent/guardians of absent or skipping students
  - Coordinate the creation of awards and certificates
  - Design and coordinate monthly calendar
  - Manage and supervise the lunch program
  - Implement the emergency procedures and drills
  - Setup and assist with coordination of special events (Open House, Parent-teacher conference, etc)
  - Request and maintain student cumulative folders and records upon enrollment
  - Any other task as defined by Co-Directors
  
- **Clerical**
  - Receptionist
  - Supervise the operation and maintenance of the copy machines and keep appropriate records
  - Produce correspondences
  - Maintain appropriate files (weekly)
  - Order and maintain pertinent office supplies
  - Assist parents and visitors with special concerns
  - Pick up mail daily at EPHS
  - Any other clerical duties as defined by Co-Directors

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read and understand documents such as district training manuals, technological how-to-guides, among others. Ability to write routine reports, correspondence, and newsletters.

- Ability to speak effectively to other employees of the organization, and to members of the public about the organization.
- Ability to apply commonsense understanding to carry out complex or unclear instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

#### **Education and/or Experience**

- High School Diploma/GED or equivalent with coursework in word processing, spreadsheet use, database maintenance, computer applications, business and office procedures and three years previous experience in a comparable position. Must be willing to become familiar with COVID safety protocols and procedures.
- Bilingual (English/Spanish)

#### **Physical Demands**

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. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or touch objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach above shoulders.

#### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This role will be in-person, in the community, and based out of the El Puente High School located at 1127 South 35th Street, Milwaukee, WI 53215.

#### **Equal Employment Opportunity**

TransCenter for Youth (El Puente High School) is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training, and other personnel actions involving persons in all job titles and shall occur without regard to race, color, creed, religion, sex, marital status, pregnancy (including childbirth and related conditions), age, ancestry, national origin, disability, genetic information, veteran or military status, sexual orientation, gender identity, arrest and conviction records, the use or nonuse of lawful products off the employers' premises during nonwork hours, declining to attend meetings or participate in communications about religious or political matters, or any other characteristic protected by law.

