



CHARLESTON CHARTER

School *for* Math + Science

Employment Opportunity: Administrative Assistant/Front Office Support

About Charleston Charter School for Math and Science:

Charleston Charter School for Math and Science (CCSMS) is a public charter school educating a diverse population of 560 scholars in grades 6 to 12. The school is ranked among the top 20 high schools in South Carolina and provides opportunities for scholars to explore math and science through project-based learning. The graduating class of 2022 had a 100% graduation rate and included many scholars who were the first in their families to go to college. The school is in downtown Charleston, which provides many unique opportunities for scholars and staff to be involved in the community. CCSMS is sponsored by the Charleston County School District, and as a public charter school, has its own governing board with site-based management of resource allocation and instructional decisions. Join our team!

Overview of Position:

The Administrative Assistant position will play a critical front office and administrative support role at CCSMS by providing efficient and detail-oriented administrative support duties. Duties contribute to the school's operational compliance, fiscal sustainability, organizational professionalism, and a positive school culture. The position supports the CCSMS Administrative team and works collaboratively with the rest of the front office staff to perform administrative support duties as assigned.

Responsibilities:

- Attendance:
 - Enter attendance data into Powerschool Daily;
 - Log Guardian notes into Powerschool Daily;
 - Notify families of absentees daily;
 - Notify families of trancies;
 - Remind faculty to take attendance daily.
- Procurement/Accounts Payable:
 - Manage the procurement of all goods and services;
 - Accounts payable coordination with financial management contracted services;
 - Ensure all deliveries received contain the items ordered and are matched with the original order;
 - Code and process bills in the CCMS billing platform;
 - Assist with audit compliance.
- Communication/Administrative Assistant:
 - Write, edit and disseminate various forms of school communication using various software platforms to stakeholders including mass emails, robocalls, mass texts, evites, letters, brochures, newsletters, website content, and social media;
 - Maintain the school calendars of events and use of meeting spaces – internal and public calendars;
 - Support front office personnel including greeting families, answering phones, and other responsibilities when receptionist is on daily breaks or out of office;
 - Ensure positive customer service at all times while communicating effectively and professionally with school personnel, students, families, and outside agencies;



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- General administrative support:
 - Maintain electronic and paper files of organizational documents related to governance and administration;
 - Provide coordination and support to CCSMS Board of Directors, CCSMS Friends and Family and PTO;
 - Work with the school leadership to ensure that all government and grant proposals and reports are completed on time;
 - Enter and pull data for reports as requested;
 - Assist with administrative supports at events outside of normal school hours (e.g., family nights, student performances, report card nights, board meetings, etc.);
 - Support teacher/staff events by preparing materials and setting up for staff workshops/trainings;
 - Enthusiastically pitching in wherever needed to make the day run smoothly and safely to include substituting in a classroom or handling lunch duty;
 - Take initiative when the need arises as well as taking on other tasks as assigned with a positive attitude and commitment to the mission of the school.

Skills, experience, and knowledge desired:

- Ability to maintain a calm, professional demeanor in the face of competing demands and external pressures;
- Must enjoy interacting with children and people;
- Ability to be creative with problem-solving and critical thinking skills;
- Having strong time and task management skills to ensure multiple projects are completed by deadlines;
- Having knowledge of computers and office practices with a high level of accuracy in data entry and management. Proficiency with Microsoft, Google documents and spreadsheets, Blackboard, project management software, and purchasing software preferred;
- Ability to work resourcefully, make decisions, and solve problems with school data and information provided;
- Government procurement compliance and accounts payable coding;
- Analytic skills to interpret state and federal policies regulating use of funds and educational program requirements;
- Ability to learn quickly and implement systems in a fast-paced, dynamic, education environment;
- Ability to collaborate on projects and communicate effectively with co-workers and volunteers;
- Ability to take initiative, prioritize tasks, and work independently;
- Resilient and self-reflective with a healthy sense of humor.

Requirements:

- Alignment to and urgency around CCSMS' mission with genuine interest in performing a critical support role;
- Enjoy working in an education environment;
- Keep information confidential as required by law;
- Commitment to continual professional growth;
- Being present and engaged during assigned hours (alternative schedule may be approved by supervisor when school is not in session);
- Work periodic evenings and weekends as needed;
- Work on 210 - 220 day administrative schedule;
- Background check with no records of felonies.



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Salary: The Charleston Charter School for Math and Science pay scale is aligned with the local CCSD pay scale.

Benefits: State retirement, health and dental benefits, and a generous leave policy.

Start Date: No later than January 31, 2023

Please submit cover letter and resume to the following: Careers@CharlestonMathScience.org

CCSMS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CCSMS complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. CCSMS does not discriminate on the basis of sex in its education and activities. CCSMS prohibits discrimination and harassment on the basis of sex or gender in all of its programs and activities by its employees, students or third parties. Title IX Coordinator information at www.charlestonmathscience.org.