



**NORTHWEST OHIO
CLASSICAL ACADEMY**

Position: Administrative Assistant

Supervisor: Operations Manager

- Support the school's main office, including answering phones, responding to emails, and addressing general inquiries
- Assist the Operations Manager and other administrators with scheduling meetings, preparing agendas, and organizing materials for staff and administrative meetings
- Coordinate the flow of information between faculty, staff, students, and parents
- Handle day-to-day office tasks such as filing, data entry, and maintaining school records
- Act as the first point of contact for parents, visitors, and community members, ensuring they are directed to the appropriate person or department.
- Draft and distribute internal and external communications, including newsletters, event announcements, and general updates
- Assist with organizing school-wide events such as orientations, staff meetings, parent-teacher conferences, and other school activities
- Maintain and update school records, including student files, attendance, and other administrative documents
- Assist in the preparation of reports related to student enrollment, academic progress, and other school activities as needed
- Track and ensure compliance with relevant school policies and procedures
- Assist the Operations Manager with school-wide operational tasks, such as managing inventory, ordering supplies, and coordinating facility requests.
- Support the coordination of school schedules, including class schedules, meetings, and events
- Help with maintaining school facilities and ensuring classrooms and common areas are well-maintained
- Provide administrative support for student services, including assisting with enrollment, student records, and attendance tracking
- Assist with faculty needs, such as scheduling meetings, preparing classroom materials, and supporting professional development initiatives
- Support student events and extracurricular activities, ensuring smooth operations for these initiatives



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- Assist the Operations Manager with various special projects, including data collection, planning for school-wide initiatives, and supporting new school programs
- Help with the execution of school events such as fundraising initiatives, community outreach programs, and school celebrations
- Other duties as assigned