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**Job Posting**

Full-time - 11 month (August through June)

Aspire Trade High School is currently accepting applications for front office staff for the 2023-2024 school year.

Job expectations include, but are not limited to:

* Greets families and staff, maintains files, orders supplies, copy and drafts correspondence.
* Greets general public and provides/assists and directs to the appropriate office.
* Answers telephone, takes messages and makes appointments for staff.
* Directs incoming calls to proper office or department for disposition.
* Provides general information regarding school activities and programs to the public.
* Assists in entering data for staff.
* Assists staff with other clerical duties as requested.
* Perform a variety of office assistance tasks including: creating fliers about school events, provide internal communications with staff, have knowledge of visitor management system sign in procedures.
* Maintain the master calendar for school events.
* Assist in coordinating substitute placement at the beginning of the day.
* Assists the Principal and Assistant Principal with clerical responsibilities as needed.
* Cross trained to complete the duties of other administrative assistant as needed.
* Performs other related tasks as required.

Aspire Trade High School offers a competitive salary that is determined by an individual's education and experience. Full time employees will also be part of the North Carolina State Employees Retirement and Health Care system.

$26,000 - $31,000 depending on experience

Qualified candidates should have a high school diploma or GED and be bilingual.

Interested candidates are encouraged to complete an online application and submit the following supporting documents:

* Current resume
* Letters of recommendation

**Job Description**

**Front Office Staff (11 month)**

**Who We Are**

This innovative industry specific trade school serving grades 9-12 is a project of Aspire Carolinas Foundation Inc. This school is the only charter model of its kind in North Carolina featuring “hands-on” labs. At this rigorous academic school students will have the ability to earn a diploma AND a trade certificate during their four years. Students will begin trade instruction in their freshman year and will be able to enter an apprenticeship with a local company during their senior year to gain additional experience. Students will have opportunities to explore career options in industry-specific trades like HVAC, plumbing, data science, carpentry, culinary, masonry/ceramic tile, welding/fabrication, medical assistant, and medical coding. We are currently exploring additional career fields, such as, CNC machining, robotics, 3D printing, automotive, and horticulture (commercial greenhouse)/ business hydroponics. Students will have trade instructors that are experts in their industry and will use a curriculum that would lead students towards NC trade certification or licensure if that is available in their chosen field.

Our school welcomes and serves all students in the Charlotte Metro Area. Aspire Trade High School is committed to the idea that all students can learn a trade and create a future for themselves that is full of opportunities. Our students will have the opportunity to be apprentices with our industry partners to come out of high school with both a high school diploma and certification in their chosen trade pathway.

**Position Purpose**

Performs administrative support work providing assistance to the public, and receiving and routing calls to the proper person; preparing and maintaining files and records, and related work as apparent or assigned. Work is performed under the moderate supervision of the Principal.

**Essential Functions**

* Greets families and staff, maintains files, orders supplies, copy and drafts correspondence.
* Greets general public and provides/assists and directs to the appropriate office.
* Answers telephone, takes messages and makes appointments for staff.
* Directs incoming calls to proper office or department for disposition.
* Provides general information regarding school activities and programs to the public.
* Assists in entering data for staff.
* Assists staff with other clerical duties as requested.
* Perform a variety of office assistance tasks including: creating fliers about school events, provide internal communications with staff, have knowledge of visitor management system sign in procedures.
* Maintain the master calendar for school events.
* Assist in coordinating substitute placement at the beginning of the day.
* Assists the Principal and Assistant Principal with clerical responsibilities as needed.
* Cross trained to complete the duties of other administrative assistant as needed.
* Performs other related tasks as required.

**Additional Duties**

Performs other related tasks as assigned by the Principal and their designee(s), and as designated by the governing board.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

**Equipment**

Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

**Travel Requirements**

Travels to professional meetings and school events as required.

**Knowledge, Skills and Abilities**

* General knowledge of standard office and receptionist procedures and the operation of the phone system.
* General knowledge of the functions and activities of the school.
* Ability to speak multiple languages.
* Ability to speak clearly.
* Ability to understand and follow written and oral directions.
* Ability to operate standard office, computer and word processing equipment.
* Ability to establish and maintain effective working relationships with associates, vendors and the general public.
* Ability to work with staff positively.

**Physical and Mental Demands, Work Hazards**

Works in standard office and school building environments.

**Qualifications Profile**

* High school diploma or GED
* Bilingual

**Compensation**

Aspire Trade High School offers a competitive salary that is determined by an individual's education and experience. Full time employees will also be part of the North Carolina State Employees Retirement and Health Care system.

$26,000 - $31,000

**Evaluation**

The performance of this job will be evaluated in accordance with the provision of the Board of Directors’ policy on the evaluation of office personnel.

Aspire Trade High School is an equal opportunity employer.

DISCLAIMER: This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.