**Executive Assistant, Signature School**

Signature School, a 9-12 public charter high school named the # 1 Best High School in Indiana and the #2 Best Charter nationwide by US News & World Report, and #1 in the country on the Jay Mathews (of the Washington Post) Challenge Index list is searching for an Executive Assistant to join the school’s administrative team.

This person in this position is pivotal in setting the tone for students every day. She/He is the first line of contact for all who enter the building. The ideal candidate is a “people person” who is able to multitask and determine priorities as she/he balances the competing needs of students, staff, parents, and community members. She/He must be able to assess and follow state attendance guidelines from the beginning to the end of the process. This individual often provides initial response in the case of safety situations that might arise inside and outside the building and is able to make judgment calls on steps taken when safety situations take place. Serves as facilitator of daily functions of the school and as confidential assistant to the Executive Director.

The essential duties and responsibilities of this role include the following:

**OFFICE**

* Open main building each morning at 7:00 AM.
* Grant entry to, greet, direct, offer assistance to visitors or others without a Signature School security badge. Present a pleasant, helpful attitude toward staff, students, parents, and visitors. Demonstrate a gracious demeanor to all stakeholders and constituencies.
* Adhere to policy/legal regulations on student release to custodial parent, guardian, or other authorized person.
* Manage incoming calls to the school, answering and routing phone calls as well as taking messages.
* Make daily announcements.
* Receive and distribute mail and other deliveries.
* Prepare reports, correspondence, mailings, and other clerical work as needed. Take lead on back-to-school mailing to parents/guardians.
* Operate standard office equipment such as computer, printer, telephone, calculator, and copy machines.
* Serve as liaison with faculty member on coordination of school lunch locations.
* Maintain school records and files and keep school information database up to date (PowerSchool)
* Maintain and order office supplies
* Oversee process of reserving space at the Victory Theatre and other sites for school activities
* Assist with the school calendar and other administrative and confidential tasks
* Work with Bookstore Manager on textbook rental and bookstore software, assigning textbooks at the beginning of the school year, collecting textbooks at the end of the school year and at semester break, and purchasing textbooks as directed by the Executive Director.
* Manage and prepare reports required by IDOE, regulatory agencies, and special requests of individuals.
* Assist Finance Director with Free and Reduced Lunch Program.

**STUDENT NEEDS**

* Assist sick students.
* Serve as witness and note-taker in the case of sensitive student meetings with Executive Director. Demonstrate discretion and understanding of confidentiality in these and other, similar situations.
* Keep current on state guidelines for distribution of medications; establish and follow proper procedure for Signature’s distribution of those medicines.

**SAFETY/SCHOOL ENVIRONMENT**

* Serve as safety watchdog for situations that may arise outside and inside the school; exercise sound judgment on steps needed to be taken if issue arises.
* Oversee all general ongoing and annual building maintenance/upkeep, including but not limited to direction of cleaners, elevator technicians, painters, plumbers, office equipment vendors, and related city and state officials.
* Support and advance the mission of Signature School.

**ATTENDANCE**

* Keep up with changing Indiana Department of Education (IDOE) attendance guidelines and take action to modify guidelines, as needed.
* Assess into which category daily individual student absences fall and properly communicate student absences to IDOE.
* Determine year-end attendance for the school and report it properly to the IDOE. This includes monitoring and adjusting data storage methods in the SIS (PowerSchool) to maintain compliance with changing state requirements and new software iterations.

**OTHER**

* Complete other duties as assigned by the Executive Director or her/his designee.

Ideal candidates will have a minimum of a Bachelor’s degree with work experience of at least three years and be able to manage multiple tasks in an interruptive work environment.   Will have understanding of importance of building rapport with students, their families, and staff and responsibly nurturing students. Will have excellent verbal and communication skills. Candidates must maintain strict confidentiality.

Compensation includes a competitive salary commensurate with experience and a comprehensive benefits package including pension and a flexible work schedule.

*Working at Signature School*

Signature School, a 9-12 public charter ranked the #1 high school in the nation by the Jay Mathews Challenge Index and the #2 best high school and #1 best charter high school nationwide by US News & World Report, is located in Evansville Indiana.  Signature is proud to be an International Baccalaureate (IB) school and an Advanced Placement (AP) Capstone Program school.

*How to Apply*

Interested candidates should send résumé and full cover letter addressing their interest in Signature to Ms. Jean Hitchcock, Executive Director, at [**jean.hitchcock@signature.edu**](mailto:jean.hitchcock@signature.edu)or to Signature School, 610 Main Street, Evansville, IN 47708. Please note that Signature School employment opportunities are separate from those of the Evansville Vanderburgh School Corporation and that candidates who have submitted an application to the EVSC through the EVSC's employment portal need to apply separately to Signature School to be considered for open positions at Signature School.

*SIGNATURE SCHOOL NON-DISCRIMINATION POLICY*

Signature School does not discriminate against any individual on the basis of race, color, religion, gender, sexual orientation, veteran status, national origin, age, and disability or limited English proficiency in its programs or employment policies as required by the Indiana Civil Rights Laws (I.C. 22-9-1), Title IV and VI (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).