

Job Description

Job Title: Executive Administrative Assistant, 2026-2027 Academic Year

Location: Signature School, 610 Main Street, Evansville, IN 47708

Reports To: Executive Director

Starting Date: July 20, 2026

About Signature School

Signature School is a 9-12 public charter high school in Evansville, Indiana. It is an International Baccalaureate (IB) and Advanced Placement (AP) Capstone Program school. Recent recognitions include being 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 Challenge Index.

Position Summary

Serving as the first point of contact, the person in this role is pivotal in setting the tone for students and visitors every day. This individual must maintain a professional and friendly demeanor while balancing the competing needs of students, parents, staff, and community members. The position manages the daily operations of the main office and serves as the assistant to the Executive Director. The role requires strict confidentiality, sound judgment, excellent spoken and written communication skills, and the ability to maintain an organized, responsive front office.

Essential Duties and Responsibilities

Office Operations & Executive Support

- Open the main building daily at 7:00 AM.
- Serve as assistant to the Executive Director and complete other administrative tasks as required.
- Manage building access by greeting and directing visitors, ensuring security protocols are followed.
- Route incoming phone calls, take messages, and make daily school-wide announcements over the loudspeaker.
- Receive and distribute mail, deliveries, and coordinate school-wide mailings.
- Utilize the Student Information System (PowerSchool) to input and retrieve information.
- Organize and maintain physical and digital office files.
- Manage office supply inventory and ordering.
- Coordinate textbook distribution, collection, and purchasing in conjunction with the Bookstore Manager.
- Serve as the staff liaison for coordinating school lunch locations.
- Prepare compliance reports for the IDOE, regulatory agencies, and external requests.

Student Needs & Attendance

- Utilize PowerSchool to input and track daily attendance in compliance with state requirements.
- Calculate and submit year-end attendance reports to the state.
- Enforce legal and policy regulations regarding the release of students to authorized guardians.
- Provide initial care and assistance for ill students.
- Maintain compliance with state guidelines for medication distribution and execute the school's internal medication protocols.
- Serve as a witness and note-taker during confidential meetings involving students, families, or other

parties alongside the Executive Director.

- Manage the prospective student shadow program, including scheduling, student ambassador matching, and family communication.

Safety & Facility Environment

- Maintain active awareness of the interior and exterior school environment and take initiative to address situations using sound judgment.
- Schedule and execute monthly school safety drills in compliance with state requirements.
- Coordinate building maintenance and vendor services, directing cleaners, painters, plumbers, elevator technicians, and relevant city or state officials.
- Manage space reservations for internal school facilities, the Victory Theatre, and other external sites for school events.

Qualifications

- Bachelor's degree required.
- Minimum of three years of professional work experience.
- Proven ability to manage multiple tasks in an active, fast-paced environment.
- Excellent spoken and written communication skills.
- Demonstrated ability to maintain strict confidentiality and build professional rapport with students, families, and staff.

Compensation and Benefits

This position offers a competitive salary commensurate with experience. The comprehensive benefits package includes a pension and a flexible work schedule.

How to Apply

Interested candidates should submit a resume and a cover letter detailing their interest in the role to Ms. Jean Hitchcock, Executive Director, at jean.hitchcock@signature.edu or by mail to:

Signature School
610 Main Street
Evansville, IN 47708

Note: Signature School employment opportunities are separate from the Evansville Vanderburgh School Corporation (EVSC). Candidates who have applied through the EVSC portal must submit a separate application to 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).