

<b>PROGRAM:</b> Alpha School	<b>REPORTS TO:</b> Director, Administrative Team
<b>EFFECTIVE DATE:</b> 8/01/25	<b>JOB CLASSIFICATION:</b> Salary (Non -Exempt)

**POSITION SUMMARY:**

The Administrative Assistant plays a key role on the Alpha School program management team, supporting the day-to-day operations of the school and ensuring compliance with Agency policies and procedures. This position is responsible for overseeing administrative systems, coordinating office business functions, maintaining program, staff and client records, and ensuring the safe and efficient operation of the school building. The Administrative Assistant is a central point of contact for staff, students, families, and external partners, and supports the implementation of the Alpha School’s behavioral and academic mission through high-quality administrative practices.

**ESSENTIAL JOB FUNCTIONS:**

- **General Requirements and Employment Conditions:**
  - Report to work reliably and consistently as scheduled.
  - Must not appear on the APS/CPS Registry for abuse/neglect, or have been terminated from prior employment due to suspected abuse/neglect.
  - Pass a criminal background check as required.
  - Meet and maintain the physical requirements of the position, including the ability to lift 75 pounds.
  - Possess and maintain a valid driver’s license with no major violations (e.g., DUI) in the past five years and no more than three moving violations and/or at-fault accidents in the past three years. Report any citation or moving violation within one working day to the Alpha School Director.
  - Safely transport students in agency vehicles under various weather and traffic conditions, maintaining a secure and comfortable environment.
  - Maintain current certification in First Aid, CPR, and “Safe Kids Buckle Up.”
  - Adhere to strict confidentiality regarding students, families, staff, and administrative matters.
  - Must complete orientation and training in Alpha School’s methods for interacting with students, as well as its discipline policies and procedures.
  - All employees are required to participate in mandatory annual training as designated by the agency. In addition, staff must attend position-specific training sessions, in-service workshops, and professional development opportunities relevant to their role and areas of growth. Ongoing participation in training

ensures compliance with agency standards, promotes best practices, and supports continued professional learning.

- Perform additional duties as assigned by the Director and/or Administrative Team to support the effective operation of the program and meet the evolving needs of students and the school.
- **Professionalism and Judgment:**
  - Maintains a high level of professionalism in appearance, language, demeanor, and decision-making.
  - Responds to situations with clarity and purpose, making decisions that reflect sound judgment and student-centered priorities.
  - Demonstrates personal accountability and maintains confidentiality with student, staff, and school information.
- **Administrative Operations & Office Management**
  - Collaborate with the School Secretary to manage all front office operations, ensuring organized workflow and consistent implementation of administrative procedures.
  - Oversee the operation, maintenance, and user training of all office equipment (e.g., copiers, fax machines, printers).
  - Supervise the distribution, usage, and tracking of all school, classroom, office, and building-related supplies; reorder supplies as needed and maintain accurate inventory logs.
  - Maintain and supervise up-to-date filing systems for both student and staff records, ensuring confidentiality and compliance with regulatory standards.
  - Prepare and distribute monthly classroom credit card tracking sheets; review receipts and monitor monthly spending.
- **Health, Safety, & Infection Control:**
  - Display, model, and teach proper infection control practices including hand washing techniques, personal hygiene, and safe disposal of infectious materials.
  - Supervise medication administration procedures for students; maintain accurate medication documentation and ensure compliance with agency protocols and licensing requirements.
  - Ensure compliance with fire safety, health department regulations, and infectious disease protocols; maintain all related documentation and submit reports as required.
  - Ensure compliance with “School-Age-Only” day care licensing requirements from HHS and support school credentialing/licensing inspections.
- **Food Service Program Coordination:**
  - Serve as the primary liaison with the contracted food service provider for the school lunch program; coordinate daily meal delivery logistics, address service issues, and ensure compliance with contract terms.
  - Oversee the organization and daily execution of the lunch program, ensuring meals are distributed to students in a timely, hygienic, and orderly manner.

- Ensure the lunch area is cleaned and sanitized after each meal period in collaboration with support staff, maintaining compliance with health and safety standards.
- Train designated staff on lunch program procedures, including meal distribution, documentation requirements, and hygiene protocols.
- Manage all documentation related to the Child and Adult Care Food Program (CACFP), including tracking meal counts, collecting required forms, and ensuring timely submission of reimbursement reports.
- Maintain accurate and current lunch program records, including menus, food safety checklists, service logs, and regulatory compliance forms in accordance with state and federal guidelines.
- **Transportation Coordination:**
  - Serve as the primary point of contact for all transportation-related matters, including communication with school staff, district transportation personnel, and parents/guardians.
  - Collaborate with school districts to ensure safe, timely, and consistent student transportation to and from Alpha School.
  - Maintain daily oversight of transportation logistics; track student arrivals and departures and monitor for recurring issues or delays.
  - Communicate directly with district transportation officials to address problems such as missed pickups, early or late drop-offs, or behavioral concerns on the van.
  - Assist the Director in providing training to district transportation drivers on Alpha School program expectations, behavior management guidelines, and van protocols.
  - Communicate van-related incidents or write-ups to classroom staff and parents/guardians as directed.
  - Coordinate special transportation arrangements based on IEP requirements, behavioral plans, or school schedules, ensuring all involved parties are informed and aligned.
- **Program Compliance & Reporting:**
  - Monitor compliance with Alpha School, ENHSA, and state-mandated policies, procedures, and licensing regulations.
  - Maintain up-to-date documentation for all credentialing visits, inspections, and agency reviews.
  - Track and report student data related to attendance, and transportation in accordance with school protocols.
- **Student & Family Communication:**
  - Communicate professionally and effectively with students, families, school districts, and external agencies, including district transportation personnel regarding student transportation issues.
  - Monitor and respond to transportation-related concerns such as van write-ups and special accommodations.

- Serve as a point of contact for school-related business and program support for families and professionals.
- **Professional Conduct & Interpersonal Expectations:**
  - Maintain a high level of professionalism in all interactions with students, staff, families, and external partners.
  - Act as a positive role model for students and staff through professional appearance, demeanor, and respectful communication.
  - Uphold the highest standards of confidentiality regarding student, staff, and agency matters at all times.
  - Communicate effectively both orally and in writing in a fast-paced, structured educational environment that serves students with severe behavioral needs.
- **Student Support & Engagement:**
  - Support student needs within the scope of the administrative assistant role by responding calmly and appropriately to student situations in common areas and by promptly notifying appropriate staff when needed.
  - Maintain a professional demeanor and serve as a positive role model for students and staff through appropriate dress, communication, and conduct.
  - Interact respectfully and supportively with all students using de-escalation strategies and trauma-informed practices as appropriate to the role.
  - Contribute to a school culture that prioritizes student safety, structure, respect, and positive, supportive relationships between staff and students.
- **Collaboration & Teamwork:**
  - Maintain effective and professional working relationships with administrators, staff, families, students, other agencies, and district representatives.
  - Collaborate with colleagues to support school-wide activities, communication systems, and special events.
  - Participate in management team meetings as requested and provide administrative input and support on school-wide initiatives
  - Participate in staff meetings, professional development, and trainings as directed.
- **Behavior Intervention and Crisis Response:**
  - Utilize CPI-approved de-escalation strategies and intervention procedures to maintain student and staff safety.
  - Maintain a calm, supportive presence during student crises or escalated behavior episodes.

**EDUCATION, TRAINING AND EXPERIENCE:**

- Must have a high school diploma or GED.
- Must possess a solid understanding of standard office procedures and practices.

**SKILLS AND ABILITIES:**

- **Program Knowledge and Implementation:**
  - Demonstrates a strong understanding of Alpha School's mission, systems, and operational procedures to provide effective administrative support across all departments.
  - Maintains fidelity to the Alpha School program by following established protocols related to communication, documentation, confidentiality, and student support.
  - Supports the implementation of school-wide systems through accurate and timely clerical work.
  - Assists in maintaining a safe, supportive, and structured school environment by modeling professionalism and consistency in all interactions.
  - Applies knowledge of Alpha School's therapeutic and educational approaches when interacting with students, families, and staff, contributing to a cohesive and supportive school culture.
  - Ensures that administrative processes align with the expectations and structure of the Alpha School program.
- **Professionalism & Judgment:**
  - Models professionalism through consistent standards in appearance, language, demeanor, and decision-making in all school and external interactions.
  - Represents the school with integrity when engaging with families, community partners, and outside agencies.
  - Maintains the highest levels of confidentiality, ethical integrity, and compliance with relevant laws, policies, and professional standards.
  - Maintains personal accountability by following procedures and consistently meeting documentation and scheduling expectations while safeguarding sensitive student, staff, and school information.
  - Acts as a positive role model for staff and students by exhibiting responsible behavior and professional presentation.
  - Maintains flexibility to adapt to evolving student needs and program demands.
  - Willingness to seek out feedback and engage in continuous learning to enhance performance and support the overall success of the program.
- **Adaptability and Initiative:**
  - Ability to adapt quickly to changing school environments, schedules, and staffing needs while maintaining program standards.
  - Proactive in identifying areas of need and initiating solutions aligned with Alpha School's mission and behavior framework.
- **Administrative and Organization Skills:**
  - Demonstrated ability to manage complex administrative systems, including office operations, supply tracking, and documentation workflows with a high level of accuracy and organization.

- Skilled in maintaining and auditing filing systems for student and staff records in compliance with FERPA, HIPAA, and licensing requirements.
- Proficient in preparing and managing financial tracking documents, such as classroom credit card logs and monthly expense reports.
- Ability to operate, troubleshoot, and train staff on a variety of office equipment (e.g., copiers, printers, fax machines).
- Proficient in the design, composition, and proofreading of documents such as memos, reports, letters, and meeting minutes, with attention to accuracy and detail.
- **Health, Safety & Compliance:**
  - Strong understanding of and adherence to infection control procedures, including hand hygiene, personal hygiene, and sanitation of materials and spaces.
  - Ability to supervise and document medication administration practices in accordance with school policy and state regulations.
  - Knowledge of health and safety regulations, fire code compliance, and HHS licensing standards for “School-Age-Only” day care facilities, with experience maintaining required documentation.
  - Competency in coordinating and supporting credentialing visits, inspections, and audits through meticulous record-keeping and policy compliance.
- **Technology and Communication:**
  - Proficient in the use of multi-line phone systems, with the ability to manage high call volumes and direct callers appropriately.
  - Demonstrates effective oral and written communication skills, maintaining professionalism and clarity in all correspondence and interactions.
  - Able to utilize computer systems, email platforms, and electronic data management tools for communication, documentation, and administrative tasks.
- **Professionalism and Interpersonal Skills:**
  - Maintains a professional and courteous demeanor when interacting with administrators, staff, students, parents, external agencies, and school district representatives.
  - Demonstrates reliability, organization, and strong time management, with the ability to prioritize and manage tasks independently.
  - Capable of building positive working relationships and maintaining a respectful, helpful presence in a fast-paced educational environment.
  - Upholds strict confidentiality standards regarding student, staff, and administrative information at all times.
- **Collaboration and Communication:**
  - Ability to clearly, effectively, and consistently communicate both orally and in writing with staff, students, parents/guardians, and external partners.
  - Ability to act as an appropriate role model by demonstrating responsible behavior, maintaining a neat and professional appearance, showing courtesy in daily interactions, and exercising self-control.

- Ability to work collaboratively as a member of a multidisciplinary team to support program goals and student outcomes.
- Ability to remain flexible and responsive to meet the evolving needs of students and the program.
- Ability to recognize and proactively respond to tasks and duties necessary for the ongoing operation of the program.
- Ability to use available resources (e.g., performance feedback, training materials, coursework, in-service training) to promote ongoing professional growth and development.
- Willingness to actively participate in all staff meetings, 1:1 check-ins, and collaborative planning sessions with a focus on continuous improvement.
- Accepts and incorporates feedback and functions effectively as part of a unified team.
- **Crisis Prevention and Intervention:**
  - Remains calm and proactive in crisis situations, utilizing CPI-approved de-escalation strategies and physical intervention techniques as needed.
  - Responds appropriately to emergency preparedness protocols, including fire, tornado, and other disaster procedures.
- **Student Supervision & Relationship Building:**
  - Supervises and engages students across all settings, including classrooms, common areas and recreational environments.
  - Builds positive, respectful relationships with students to promote trust, growth, and engagement.
  - Actively contributes to a safe, respectful, and inclusive school culture.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- Must meet and maintain physical requirements of the position which include 75 pound lifting requirement.
- Must be able to perform First Aid and CPR when needed.
- Ability to provide transportation to students, in a variety of weather and traffic conditions, in a safe, comfortable, and responsible manner in an agency vehicle.

**DISCLAIMER:** This job description provides a general summary of the responsibilities, qualifications, and working conditions associated with the position. It is not intended to be a comprehensive list and may be modified as needed.

**ACKNOWLEDGMENT & SIGNATURES**

By signing below, I acknowledge that I have received and reviewed the job description. I understand the responsibilities, duties, and expectations outlined herein and acknowledge that this document may be updated or modified as necessary.

<b>Name / Title</b>	<b>Signature</b>	<b>Date</b>
Alpha School Director	_____	_____
Human Resources Director	_____	_____
ENHSA Staff Member	_____	_____