



EMPLOYMENT

Brooks DeBartolo Collegiate High School a SACS Accredited "A" Rated Public Charter School of choice is currently accepting employment applications for the following position(s):

Administrative Assistant to the Board of Directors and the Office of Student Services

POSITION SUMMARY:

High school graduate who is proficient at administrative clerical and receptionist practices for public charter school board and school student service office. (Twelve month position with benefits.)

GENERAL DUTIES: Perform a variety of complex, specialized clerical and administrative support tasks requiring a high degree of professionalism, tact, judgment and the ability to maintain the confidential nature of sensitive information.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Review incoming correspondence, maintain and organize information, and communicate effectively to all involved stakeholders. Take board/committee minutes; organize and manage board documents; coordinate committee and board meetings. Greet students, parents/guardians, staff, and guests in the Office of Student Services and assist as necessary. Oversight of student admissions. Perform any other duties as assigned.

COMPETENCIES: The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

- **Dependability** - Responds to requests for service and assistance. Follows instructions, responds to management direction, and requires minimal direction. Takes responsibility for own actions. Commits to doing the best job commitments. Meets attendance and punctuality guidelines.
- **Cooperation** - Establishes and maintains effective relations. Exhibits tact and must be dependable, receptive to change and remains flexible when working within Board dynamics and the educational program of the school. Displays positive outlook and pleasant manner. Offers assistance and support to co-workers. Works cooperatively in group situations. Works actively to resolve conflicts.
- **Customer Service** - Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Must possess a desire to work with children and adults in fast-paced and Board and student educational environment where higher standards for job performance are expected.
- **Quality** - Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality and manages time effectively to produce quality work.
- **Technology** - Demonstrates required skills. Adapts to new technologies. Troubleshoots technological problems. Uses technology to increase productivity. Keeps technical skills up to date.

Brooks DeBartolo Collegiate High School, is a high-performing public charter school in Hillsborough County located at 10948 N. Central Ave, Tampa, FL 33612 www.bdchs.org

Eligible applicants please submit electronic letter of interest and resume including two professional references to jdorta@bdchs.org or ivelisse.dorta@sdhc.k12.fl.us.

Applicants should add in the subject line: **Administrative Assistant BOD and Student Services**