



The mission of AAECs, a model for arts-integrated education, supports all students attaining high academic achievement and artistic expression by enriching their standards-based elementary experience using a palette of arts-infused curriculum, as a foundation for their future growth.

10 Month Bilingual Administrative Assistant

Reports to: Principal

Responsibilities and Duties

- Perform general front office duties as needed including, but not limited to, responding to in-person, phone and email inquiries, filing, sorting and distributing mail, managing visitor, staff and student needs and processes on a daily basis.
- Greets all visitors, parents and other external parties upon arrival in a polite, courteous manner, in English or Spanish as needed.
- Answers the main telephone, distributes messages and follows up on calls as needed.
- Collaborate with the front desk staff and administration to ensure that the school operates in a consistently organized manner every day.
- Act as liaison between the community, the school and other internal and external stakeholders.
- Coordinate appropriate documents for communication with parents as needed.
- Maintain student and staff records with confidentiality.
- Ensures that the front office is well-stocked and supplied with office supplies, printer cartridges and other equipment and materials.

Attendance and Truancy Support

- Assist in the identification of students who require truancy notices and disbursement of letters.
- Contact families in multiple and varied ways to schedule truancy-related meetings.
- Collaborate with the front desk staff to maintain accurate attendance records.
- Collect and file student excuse notes.

Bilingual Receptionist

- Assist in the translation of documents for communication with parents as needed.
- Assist in translation for confidential meetings or correspondence for administration as needed.
- Maintain student and staff confidentiality in all circumstances.



Job Qualifications

- High School Diploma (Associate's Degree preferred)
- English/Spanish Fluency
- Experience with current Microsoft Office program
- Experience with student information systems and Google applications.
- Strong communication, interpersonal and organizational skills

This is a 10 month position offering a Benefit package including Medical, Dental, and Vision.

Annual salary \$30,000.

Acts 24, 31, 68, 114 and 151 clearances and Physical and TB test on PA State Standard form will be required to be completed prior to the first day of employment.

To be considered for an interview the following documents must be submitted:

- Department of Human Services Child Abuse History Clearance
- PA State Police Request for Criminal Records Check
- Federal Criminal History Record Information

The following documents will be required prior to the first day of employment:

- Physical Examination completed within one year on the PA State Standard form.
- TB test results completed by a doctor on the PA State Standard form.

Please visit our website and apply online at: <https://www.artsacademyecs.org/>