Springfield Ball Charter School

NOTICE OF VACANCY

TITLE OF VACANCY: Administrative Assistant DATE: November 21, 2022

LOCATION OF POSITION: 2530 East Ash Street, Springfield, IL 62703

START DATE: December 19, 2022 HOURS PER DAY: 8

WHO MAY APPLY: Any person meeting the basic requirements listed below for this position.

REQUIREMENTS/QUALIFICATIONS:

1. Telephone and office etiquette - interest in public schools and children
2. Ability to follow written and oral directions and to complete assigned tasks with a minimum of supervision
3. Must be willing to be involved in a cross-training program to meet the needs of the office
4. Ability to communicate and maintain good working relationships with principals, teachers, parents, students and general public
5. Excellent computer skills
6. Working knowledge of software applications such as Google Suite and Microsoft Office Suite
7. Maintain a professional attitude

SPECIFIC RESPONSIBILITIES

Act as receptionist for office

1. General office duties to include answering calls, entering attendance, and order supplies,
2. Facilitates athletics scheduling with Lincoln Magnet School
3. Coordinates with Dist. 186 on bus transportation to include ordering for athletic events, special events and field trips
4. Organize, maintain and file all student records/ cum folders
5. Maintains and assigns all lockers for students
6. Assist with organizing schoolwide activities as requested
7. Manages substitute scheduling and tracking
8. Serves as Board Secretary, posting meeting notices, compiling agenda, writing minutes and attending meetings.
9. Other duties as assigned

APPLICATION DEADLINE: December 2, 2022 **APPOINTMENT DATE:** December 19, 2022
SALARY: Commensurate with experience
SELECTION PROCEDURE: Application, Interview, Selection
BENEFITS: Personal and Sick Leave – Medical Insurance – Life Insurance- 403b Retirement

Please email request for application materials to: **twilliam@sps186.org**

And mail materials to:

Tiffany Williams, Principal
Springfield Ball Charter School
2530 East Ash Street
Springfield, IL 62703
Telephone: 217-525-3275

THE BALL CHARTER SCHOOL IS AN AFFIRMATIVE
ACTION/EQUAL OPPORTUNITY EMPLOYER 11/22