



UTOPIAN

ACADEMY FOR THE ARTS

TALENT & RECRUITMENT DEPARTMENT

www.utopianacademyforthearts.com

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Job Title: Founding Professional Assistant (2022-23 School Year)

About Utopian Academy for the Arts High School

Utopian Academy for the Arts is an independent public charter school network serving elementary, middle, and (*non*) high school students and families throughout Clayton County, GA. The Utopian Academy for the Arts High School was approved by the Clayton County Public Schools System and will operate as a locally-approved charter school. By utilizing an industry specific hands-on approach to learning, the Utopian Academy for the Art High School students will develop an understanding and appreciation for the entertainment industry. Students will attain principles and practices of film and television media through partnerships with postsecondary institutions and employment opportunities with national and local film/television production companies. The Utopian Academy for the Arts Charter Network began in 2014 as a middle school, expanded to include elementary education in 2020, and now will offer a high school program, starting in 2022. The high school, which will initially serve 150 students in ninth and tenth grade, will grow a grade each year, eventually serving 550 students in ninth through twelfth grade in the 2024-25 school year.

The Role

The founding professional assistant will serve as the greeter and receptionist for the Utopian Academy for the Arts High School campus. Additionally, he/or she will serve as the administrative assistant to the campus principal.

Expectations:

- Performs diverse office-related managerial responsibilities within areas and limits of authority as delegated by the principal; coordinates and organizes office activities and coordinates flow of communications and information for the principal.
- Handles routine issues and emergencies concerning employees and students, makes decisions independently or collaboratively and recommends action as appropriate.
- Compiles information and prepares and maintains a variety of records and reports related to assigned activities.
- Inputs a variety of information into an assigned system; assures accuracy of input and output data.
- Maintains confidentiality of various aspects of school operation including sensitive and personal information.
- Performs a wide variety of secretarial work, including typing and word processing, proofreading, filing, recording information and processing and distribution of correspondence.

- Provides training and work direction to assigned office personnel, organizes, and expedites the workflow of the school site and offers guidance and direction to other school personnel as needed.
- Updates absence and timesheet information for assigned personnel.
- Serves as a major program information resource person and liaison between schools, departments, the network office, and other locations; disseminates accurate and timely information and direction to students, parents, staff, and visitors.
- Assists with registration duties as needed.
- Communicates with personnel and various outside agencies to exchange information, request, and provide materials, coordinate activities and resolve issues or concerns.
- Receives and greets visitors and provides information to parents and the public, screens correspondence and telephone calls for administrator and staff.
- Establishes, maintains, and assures proper use of confidential files including student, personnel, and payroll records.
- Secures substitutes to assure adequate coverage for school site; orients substitute personnel and provides keys and pertinent information.
- Attends and participates in assigned meetings and trainings; prepares minutes from notes as required.
- Updates and maintains multiple calendars as assigned; organizes appointments and meetings and plans for school visitations and facility use.
- Assists with planning school events and field trips as needed; arranges travel for assigned personnel as required.
- Answers questions and resolves situations involving students, parents, public, location staff and network personnel through knowledge of school policies and general District rules and regulations.
- Administers first aid, provides health office coverage, and dispenses approved medication to students in accordance with organizational policy as assigned.
- Operates a variety of office equipment including a copier, fax machine, two-way radio, computer and assigned software.

Qualifications:

- Bachelor's degree from a 4-year, accredited college or university;
- Demonstrated expertise in providing administrative support in a school/academic setting.

Professional Expectations

- Demonstrated communication skills- Model correct use of language, oral and written;
- Ability and experience to engage the interest of young-adults and middle-aged children;
- Ability to work with diverse communities, including those with special needs;
- Ability to be flexible and to work in a pleasant and cooperative manner
- Ability to work well with parents;

- Ability to work effectively as a team member;
- Ability to evaluate tests and measurements of achievement;
- Possess a high degree of professionalism and discretion;

HOW TO APPLY:

Application and materials should be submitted electronically by the priority deadline of **Friday, April 22, 2022** to talent@utopianacademy.com **“Founding Professional Assistant”** should be labeled in the Subject Line of your message. Applications will be reviewed on a rolling basis.

- Completed Application for Employment including:
- Cover letter / letter of interest defining your strengths in your subject matter, including your experience with supporting a charter school, or arts integrated school. Please cite specific and measurable examples from your practice that make you a fit for our founding teacher position.
- Resume