

SABA Academy seeking Administrative Assistant

SABA Academy is seeking an administrative assistant to help the administration team with the day-to-day operations of the school. Duties may include handling general inquiries, supervising student activities, programs and events, maintaining supplies/curriculum inventory and maintaining/revising school handbooks in addition to general support of the principal.

MINIMUM QUALIFICATIONS:

To be considered, all applicants must meet the minimum standards described below:

1. Bachelors degree or higher. Graduate work in educational leadership is preferred.
2. At least two years work experience at the elementary school level.
3. Citizenship, residency or work VISA in United States required
4. Demonstrated proficiency with word processing, spreadsheet and presentation software.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong communication and interpersonal skills.
2. Exceptional time management and organizational skills.
3. Evidence of goal setting for student academic instruction, social competencies, school/community relationships and physical environment of the school.
4. Understanding of the National Common Core Standards for Grade K-6 students.
5. Evidence of successful experience developing and implementing professional development for staff.
6. Demonstrated ability to manage conflict through effective problem solving, fairness, and compassion.
7. Demonstrated personal attributes of integrity, good judgment and courage

APPLICATION PROCESS:

Please submit a cover letter and your resume to hr@sabaacademy.org.