



In the Name of Allah, the Most Beneficent, the Most Merciful

ADMINISTRATIVE ASSISTANT

Job Title: Administrative Assistant

Reports to: School Director & Dean of Mission

Position Type: Full time

Work Hours: Monday through Friday 7:30-4:00

Job Summary

Under the supervision of the Director and Dean of Mission, the administrative assistant performs administrative work in managing the day to day operations of Wisdom Academy. Coordinates and organizes office activities and coordinates flow of communications and information for the campus administration; provides support by planning, organizing, supervising and participating in the school office administrative operation; maintains confidentiality of sensitive and personal information; prepares and maintains a variety of records and reports related to assigned activities. This position will also aid in marketing. Marketing entails taking on initiatives under the direction of the Dean of Mission and Director that directly reflect the mission of Wisdom Academy to our stakeholders and general public.

Duties and Responsibilities

- Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
- Perform secretarial and clerical tasks of a varied nature. Many tasks will require a thorough knowledge of the rules and regulations of the school and school system and the frequent exercise of independent judgment within the scope of the authority granted by the campus administration.
- Act as a receptionist, greeting visitors, answering telephone calls and parent inquiries in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
- Assist with admission and enrollment inquiries.
- Process, file and follow up on enrollment forms and applications.
- Screens correspondence and telephone calls for administrator and staff.

- Write and edit emails, create memos and prepare additional documents to be sent out to parents and other personnel.
- Ensure that all communications from the office meet proper written and oral English standards.
- Administers first aid and prescription medications to students for the purpose of providing emergency or necessary care in accordance with district, state and federal requirements.
- Assists in the daily carpool procedure.
- Assists and coordinates with other personnel for the purpose of supporting them in the completion of their work activities.
- Updates absence and timesheet information for lower and upper school students.
- Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential student and personnel files.
- Organize meetings including scheduling, sending reminders, organizing any necessary documentation, and sending follow up communications.
- Articulate and facilitate the implementation of the mission and values of the school.
- Orders assigned school supplies according to established procedures and assures appropriate levels of supplies are maintained.
- Attends and participates in assigned meetings; prepares minutes from notes as required.
- Assists with planning and coordinating school events as needed.
- Assists with the implementation of COVID-19 school protocols.
- Maintain professional relationships and work cooperatively with employees, the community and other professionals.
- Marketing tasks include, but are not limited to:
 - Capture photos of learning and noteworthy activities on a regular basis including school events.
 - Coordinate with and collect photos and relevant information from staff.
 - Aid in vetting photos for use in marketing material.
 - Upload photos to Google Photos account.
 - Create content for social media posting per direction from Director/DoM.
 - Create informational material for campus marketing.
 - Maintain current information on the School Website.
 - Create flyers and advertisements to be circulated in the community (Canva, MailChimp).
- Other duties as assigned

Qualifications:

- High School diploma.
- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem-solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Proficient skills in typing, word processing, data entry, spreadsheets and file maintenance.
- Ability to work independently without supervision and as a part of a collaborative organization team.
- Ability to meet deadlines, work on multiple projects and coordinate the work of others.
- Knowledge of school policies on immunization, medication, first aid, emergencies and child abuse/neglect.
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.

Salary:

Competitive Salary

Location:

Wisdom Academy Islamic School, 1935 Old Denton Rd Carrollton , TX 75006

About Wisdom Academy

Wisdom Academy is a full time Islamic School serving students from pre-K to the 9th Grade.

Apply:

E-mail Resume to info@wisdomacademy.net

