# Administrative Manager

Responsibilities:

* Maintaining attendance records;
* Assisting in purchasing, transportation, travel arrangements, and field trips;
* Performing scheduling duties;
* Collecting data required for the preparation of reports to the charter entity and other appropriate bodies;
* Answering phones;
* Welcoming parents, children, and guests to the school;
* Coordinating mailings and copying;
* Other duties, as assigned.

Qualifications:

* High school diploma or higher degree;
* Demonstrated organizational and writing skills;
* Prior experience in an administrative assistant position;
* Demonstrated ability to relate well to adults and children.