

## **Job Title: Administrative Assistant**

**School Summary:** Furlow Charter School is a free public school serving students throughout Sumter County, Georgia. Our academic curriculum emphasizes project-based learning and service learning, with additional emphasis on fine arts and foreign language education. Furlow serves a student population of approximately 600 students in grades K-12. Our mission is to foster success among our diverse community of students, through innovative approaches to public education that encourage critical thinking and multi-disciplinary learning in an active, inclusive, and engaging educational environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness through innovative pedagogy.

### **Position Summary:**

Works to support the administrative team by assisting with a variety of clerical, organizational, and operational tasks. This position helps ensure the smooth day-to-day functioning of the administrative office by managing schedules, communications, records, and logistical needs while maintaining confidentiality and professionalism.

### **Essential Duties Include, But Are Not Limited To:**

The primary function of the Administrative Assistant is to provide clerical and operational support to the administrative team. Duties include, but are not limited to, the following:

- Assisting with administrative calendar management, including scheduling meetings and coordinating appointments
- Supporting daily coverage management for staff absences and substitute coordination
- Managing internal and external communications as directed by the administrative team via a variety of platforms
- Maintaining and organizing digital and physical files to ensure accurate record keeping in compliance with state regulations and confidentiality
- Assisting with operational tasks such as key assignment, coordinating with vendors, and completing purchase request
- Preparing and organizing confidential documents and materials for administrative use
- Processing staff leave forms, once approved, and maintaining documentation related to absences
- Providing clerical support for administrative projects, reports, and correspondence
- Reviewing and editing confidential documents for compliance
- Assisting with other office tasks as needed to support efficient school operations
- Creating meeting agendas, action plans, and completion timelines

This is not an all-encompassing description, and the employee is expected to perform tasks as assigned by the administration.

**Preferred Qualifications:**

- Associate's or Bachelor's degree in business administration, education, or a related field
- Ability to pass required background checks
- Knowledge of FERPA and student record confidentiality
- Experience with school systems such as Infinite Campus, or similar platforms
- Strong organizational and time management skills, with the ability to prioritize multiple tasks in a fast-paced environment
- Demonstrated ability to maintain confidentiality and handle sensitive information with professionalism and discretion
- Excellent written and verbal communication skills
- Proficiency with Google Workspace, Microsoft Office, Canva, and common office technologies
- Ability to learn and utilize school information systems and digital communication platforms
- Strong attention to detail and ability to review documents for accuracy and compliance
- Ability to work collaboratively with administrators, faculty, staff, students, and families
- Demonstrated problem-solving skills and the ability to work independently with minimal supervision
- Experience coordinating schedules, managing calendars, or supporting operational logistics
- Professional demeanor and commitment to maintaining a positive and supportive school environment

**How to Apply:**

- Interested candidates should email the following to [sduff@furlowcharter.org](mailto:sduff@furlowcharter.org)
  - A cover letter explaining your interest in the position.
  - Resume outlining your education, prior work experience, community/civic involvement history, and contact information for two professional references.

Furlow Charter School is an Equal Opportunity Employer. Furlow Charter School does not discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.