



Riverhead Charter School

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www.riverheadcharterschool.org

Executive Director
Raymond Ankrum

Director of Finance
Nicola Graham

Administrative Assistant

Riverhead Charter School is a public school of choice, with no tuition, serving families of Kindergarten through eighth grade students on Eastern Long Island. We offer a private school environment in a public school setting. Riverhead Charter school offers a longer school day, 90 minutes of reading and 80 minutes of math daily. We also integrated Spanish instruction and theater in our academic program.

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards promoting solution-oriented thinking, and embracing the cultural diversity of our community.

The Administrative Assistant is responsible for working directly in an administrative support role to the Superintendent and provides support to the Riverhead Charter School's administrative team as needed. This position also provides front counter support including, but not limited to answering phones, taking messages, directing calls, coordinating general school office operations, and greeting and attending to school visitors, school staff, and student requests. Responsibilities include but are not limited to:

- Greet and receive students, school staff, and school visitors in the main office.
- Supervise students sent to the office.
- Check identification of parent/guardian dismissing student and verify information against student's information on file.
- Communicate with classrooms for paging students and/or staff.
- Answer incoming phone calls, take messages, and direct calls as appropriate.
- Scheduling Meetings
- Assist with New Hire Process and Enrollment Process
- Read and update school's calendar daily via google calendar.
- Sort and distribute mail and interoffice mail daily.
- Provide upcoming school events notices for the school's website.
- Maintain internal school bulletin board with upcoming school events.
- Assist with the distribution of student/parent communication/materials as needed or required.
- Assist with the distribution of school staff communication/materials as needed or required.
- Prepare paperwork and items for bulk mailing of newsletters and non-time-sensitive materials to parents/students.
- Organize main office area for efficiency, safety, and appearance.

Additional Duties

- Perform additional tasks as needed in support of other departments and the administrative team

Requirements

- Bilingual (English/Spanish) a must!
- Proficiency with MS Office (Word, Outlook, Excel) a plus!

- Strong organizational and problem-solving skills; able to manage priorities and workflow
- Excellent verbal and written communication skills
- Attention to detail
- Sensitivity to confidentiality

Benefits

- Competitive base pay
- Offer 75% employer paid medical insurance, and offer dental, vision, life and supplemental insurances with retirement plan

For consideration, please apply on our website at jobs@rcsli.org (no calls please)

Riverhead Charter School is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.