Harmony Academy

Executive Assistant Job Description

**Position**: Executive Assistant

**Reports to**: Principal

The executive assistant supports the smooth operation of the recovery high school program, including record keeping, day-to-day operations, resource-management, special projects, and school-community relations. The executive assistant helps support and encourage students and staff, working closely with the principal to realize the mission of the school.

**Essential Qualifications**

* Three or more years of successful service in a public service organization or non-profit
* Excellent communication, organizational, project management and problem-solving skills
* Creativity, level-headedness, and genuine care for the well-being of young people in recovery

**Ideal Qualifications**

* Professional experience in both educational AND therapeutic environments
* Demonstrated ability to cultivate relationships that foster shared responsibility around commonly desired outcomes

**Nature & Scope**

The Executive Assistant provides daily office and campus support for Harmony Academy. Harmony Academy’s mission is to provide a safe, sober, supportive gold-standard education for youth in recovery, where students develop the skills and strengths needed for personal, academic, vocational and community success.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are representative of duties that will be assigned to this position. Other duties may also be assigned.

**Sharing the Vision/Realizing the Mission of Harmony Academy**

* Demonstrates commitment to the mission of Harmony Academy: providing safe, sober and supportive gold-standard education for youth in recovery, where students develop the skills and strengths needed for personal, academic, vocational and community success.
* Conducts daily actions with integrity
* Demonstrates commitment to facilitating the education and sobriety of at-risk students.
* Adheres to all ORHSI/Harmony Board policies.
* Supports school improvement efforts by assisting as required in planning, scheduling, communications, organization, and special event facilitation.
* Demonstrates integrity, sound judgment, ethical and professional behavior
* Promotes an atmosphere of community, cooperation and mutual effort with staff and volunteers

**Communications**

* Facilitates communication amongst the team (to include ORHSI/Harmony, Lake Oswego School District, Clackamas Education Service District, Youth Villages, and Referring Agencies) and parents, checking that all necessary documentation follows ORHSI/Harmony protocols.
* Models open and honest communication
* Communicates with staff, students and support personnel in an authentic and positive manner, remaining calm and focusing on solutions.
* Helps communicate with parents about school-related activities.
* Prepares regular school to home communications
* Assists principal in preparing school publications
* Facilitates contact with counselors/therapists/peer support
* Answers school phone and delivers messages to staff and students in a timely manner
* Answers and directs emails
* Helps to promote an accurate and positive image of school services and mission
* Helps maintain contacts within schools that can act as referral agents and advocates for ORHSI/Harmony.
* Helps principal to stay in contact with inpatient and outpatient treatment
* Helps prepare marketing materials and track marketing efforts
* Anticipates other communication needs as they arise

**Scheduling and Planning**

* Assists in the organizational aspects of planning student service projects, outings and special events
* Helps plan and carry out regular emergency drills
* Helps with scheduling facility use
* Helps coordinate and schedule interviews for potential students and parents and follows up with relevant enrollment paperwork
* Helps manage enrollment
* Assists in maintaining all-school calendar

**Day-to-day Operations**

* Checks attendance data for accuracy and communicates attendance concerns regularly to principal and staff
* Helps maintain discipline records
* Helps coordinate routine meetings
* Purchases consumables
* Assists in purchasing classroom materials
* Helps to maintain and keep current on job descriptions; assists in posting for new positions and screening applications
* Helps orient students and get them logged in to Edgenuity
* Assists in ensuring that all student records are maintained in compliance with Oregon Law and ORHSI/Harmony policies and procedures
* Assists in the collection and documentation of drug tests/results
* Helps to gather data from student contracts, promoting academic progress and success
* Helps maintain confidentiality (FERPA and HIPPA) while coordinating appropriate releases of information with parents
* Works effectively with the student information system (Synergy)
* Helps document student treatment plans, contracts, etc.
* Maintains IEP and 504 files and distributes accommodation information to all a student’s teachers and subs as needed
* Participates occasionally in daily group check-ins
* Uses SWIS to help track incidents
* Helps manage and document medications
* Helps keep track of graduation needs and helps students access information they need to make informed decisions about coursework.

**ESSENTIAL REQUIREMENTS:** To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities needed for the position.

Preference will be given to individuals with three to five years of work experience providing executive administrative support and services in a public school or in a recovery-based environment with a similar mission to Harmony’s.

* Excellent verbal and written communication skills
* Practical understanding of how to support young people in recovery
* Patience, resilience, and a sense of humor
* Energetic willingness and ability to work towards creative, flexible solutions
* Advanced knowledge of Microsoft Office Suite
* Demonstrated ability to perform public relations tasks utilizing social media, website and electronic surveys.
* Duties require professional verbal and written communication skills and advanced keyboard skills. This is normally acquired through five to seven years of professional experience
* Ability to perform executive administrative support functions requiring independent judgment, information analysis, process evaluation, decision-making, and problem solving
* Ability to work harmoniously with others, balancing the needs of individuals and groups
* Ability to understand and follow complex oral and written instructions
* Ability to maintain confidentiality
* Overall positive regard for young people and families
* Demonstrated ability to courteously and professionally conduct frequent contact with the public
* Ability to plan, organize, prioritize, and complete assignments in a work setting subject to frequent interruptions
* Demonstrated familiarity with school policies, laws, rules and regulations

The successful candidate will also be able to perform physical requirements which may include:

* Light to moderate degree of physical stamina and occasional lifting up to 50 pounds
* Ability to stand, walk, and bend frequently
* Ability to hear telephone ring and to hear and respond to questions from visitors and callers
* Ability to use telephone, computer and other office equipment for extended periods of time
* Ability to lift UPS boxes and mail packets of varying weights from desk to floor and from floor to desk
* Such alternative to the above requirements as the ORHSI or Harmony Academy may deem appropriate and acceptable.

*The statements contained above reflect general details as necessary to describe the primary functions of this job but should not be considered an all-inclusive listing of work requirements*