



ACE Academy

Position: Administrative Assistant
School: Lower and Upper School

Employer Information

Organization:	ACE Academy
Website:	www.austingifted.org
About Us:	ACE Academy is a private school in Austin, TX. We educate PreK through 8th grade students in both mixed ability classes and differentiated classrooms. Our focus is on educating identified gifted learners with a 130+ IQ. Our classes are small (maximum 12 students) and our teaching focuses on using advanced curriculum with an emphasis on depth and complexity and utilizing as many opportunities for project-based learning and enrichment. This position will support multiple members of the administrative team and the successful candidate will have experience managing multiple projects.
Division:	Lower and Upper School
Reports To:	Director of Engagement and Advancement
Job Location:	Austin, TX-78756
Hours/Week: Hourly Rate:	20+ hours / week
Benefits	<ul style="list-style-type: none">• Flexible summer hours and additional days off will be offered to employee based on camp structure, recruitment and administrative summer duties.• Free summer camp• This position does not qualify for health benefits

Responsibilities

Greet visitors in person, on the phone, and via email with professionalism and warmth.
Answer parent and visitor questions competently and/or direct the parent/visitor to the person who may best answer their questions.
Monitor visitor admittance to the campus through the check-in system, issue visitor badges, maintain visitor log. Assist parents in signing-in or signing out their student.
Maintain updated contact information for all students and faculty (emergency contacts, email addresses, etc).
Accurately relay phone messages to the leadership team when appropriate.
Serve as liaison to CBI staff; this includes reserving rooms for ACE events through the CBI facilities contact, communicating important information from CBI to ACE and from ACE to CBI.
Serve as liaison to parents, students, staff.
Coordinate school lunch program with vendors.
Coordinate vision and hearing screening.
Actively supporting other administrative duties in a school environment

Support:

Summer Wonders Camp Program

Maintain an updated contact list of area gifted and talented coordinators.
Distribute electronically promotional material about the summer camp to gifted coordinators in the area.
Create registration forms through GSuite and share information with the Director of Summer Wonders.
Assist with day to day operations of Summer Wonders.

Clubs & Events

Help with communication with before care, aftercare and after school clubs.
Update Google calendar on website
Treat minor injuries and contact parents if necessary for medical issues.
Assist with academic and community events throughout the year (such as Spirit Week, Valograms, and Grandparents' Day).

Gifted and Talented Requirements

An understanding of how giftedness manifests in children when student behavioral issues are sent to the office. Familiarity and competence with strategies and interventions used to work with 2e students.

Other Duties and Responsibilities

Take on various duties as needed

Preferred skills, but not required

MAC and PC proficient
Google Suites proficient
Experience working with children

Work Hours

- Student hours are 8:15AM – 3:30PM during the ACE School Year.
- Negotiable

This is a 12 month position. Summer hours are expected and will vary.

Other work hours before and after the start and end of the school day will be set by administration (this might include faculty meetings); employees are expected to arrive on time and stay for the entire duration of such meetings.

Physical Demands

The employee regularly stands and walks throughout the day. The employee should be able to lift and move materials under 25 pounds.

Qualifications

Education and Experience

Years of Experience	1+ year clerical, office management experience
Education	High school diploma or equivalent. Bachelor or higher degrees are preferred, but not required
Additional Information	ACE hires faculty and staff who reflect ACE students; they are smart, curious, and engaged. They relish a challenge and actively combat boredom. They can relate to students at various academic levels at the same time. They teach empathy, compassion, and coping skills for the challenges that accompany giftedness.