Administrative Assistant — Support for Assistant Principals (December 2025 - May 2026)

Brighten Academy Charter School is hiring an Administrative Assistant to help keep our Assistant Principals running smoothly through the remainder of the school year. This role is perfect for someone who's organized, calm under pressure, student-centered, and loves turning complex moving parts into smooth, well-run systems.

What you'll do - You'll support the Principal/AP team with instructional + operational tasks, including:

- **Data + paperwork support** (collection, reporting, tracking, follow-through)
- **Student supervision support** (hallways/common areas, office discipline support, helping maintain a positive learning environment)
- **Scheduling + task management** to help ensure admin priorities don't fall through the cracks
- **Schoolwide communications** with families and staff (clear, professional, timely)
- **Website updates** and support with schoolwide surveys (creating and/or analyzing results)
- **Non-instructional duties** as needed (arrival/dismissal, lunch duty, events)
- **Event support + special recognitions** and occasional errands/supply runs

Our ideal candidate is…

- **Proactive -** You don't wait to be asked. You notice, you act, you follow through.
- **Organized -** You can juggle multiple priorities without dropping the important ones.
- **Professional communicator -** Students, parents, staff, your tone stays respectful and clear.
- **Trusted with confidentiality -** You understand student records and sensitive situations are not hallway conversations.
- **Tech-capable -** Strong computer/recordkeeping skills and comfort with office tools/software.
- **Team-first -** You work cooperatively and support the "whole school" mindset.

Minimum requirements

- **High School Diploma required**; **Bachelor's preferred**
- **School-based experience desired**; **CPR training**
- Ability to manage routine physical activity (sitting/standing/walking most of the day; light lifting)

Position details

- **Reports to:** Principal
- **Schedule:** Monday–Friday, with after-hours as needed
- **Compensation:** Non-Exempt, Classified Pay Scale **Grade 7**
- **Benefits eligible:** Yes
- **Term:** Interim (now through end of the school year, supporting AP needs)

How to apply

Submit to Katie Smith, Director of HR and Finance, at ksmith@brightenacademy.com:

1. Resume
2. Brief cover letter (tell us how you keep leaders organized + students supported)
3. Two professional references