



**SOUTHWEST
BALTIMORE**
CHARTER SCHOOL

**SOUTHWEST BALTIMORE CHARTER SCHOOL
Assistant to the Principal/School Secretary
SY22**

The Vision of Southwest Baltimore Charter School (SBCS) is to produce thinkers ready to navigate our world.

The Mission of SBCS is to create extraordinary learning experiences that inspire the thoughtful, courageous, compassionate citizen in every child.

SBCS is a thriving PK-8 public charter school and home to a diverse group of 425 students in the heart of Baltimore City. Open for 16 years, SBCS is in close to Carroll Park. The staff at SBCS ensures that every child's needs are met so that they become lifelong learners who are happy and engaged citizens. Our approach to providing a customized learning model, with an emphasis on developing student thinking, creativity, and leadership, is designed to encourage self-paced learning. We strive to meet the social-emotional needs of our students while helping them achieve academic excellence. Kindness is the foundation for creating a needs-satisfying environment for our students and staff. It is essential to creating an optimal learning environment.

We are in search of an energetic and organized Assistant to the Principal/School Secretary with the ability to manage a variety of processes, while working with the Principal to maintain compliance within the school district. Under the direct supervision of the Principal, the assistant will perform a full range of secretarial, administrative, and office duties.

General Responsibilities

- Exercises sound judgement, tact and courtesy in screening visitors and telephone calls for the Principal and school; provides information or answers to inquiries not requiring Principal's attention or refers callers to appropriate sources.
- Maintains Principal's appointment schedule, revising as necessary to accommodate changing priorities; contacts others to arrange appointments or conferences; notifies Principal in advance of appointments; assembles correspondence, files and other materials in preparation for meetings.
- Devises attractive and efficient formats for materials not covered by standard formats.
- Reads correspondence and reports, and summarizes information to facilitate Principal's review.
- Assembles meeting materials and prepares meeting agendas from Principal's instructions.



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- Composes correspondence, independently or with minimal direction; may sign routine correspondence or form letters for Principal.
- Makes, revises or cancels travel arrangements for principal.
- Logs and routes correspondence, information or work instructions from supervisor to staff members; monitors deadlines and follow-up actions.
- Maintains personal and confidential files, and oversees maintenance of other important or sensitive record systems.
- Performs a variety of general office support duties necessary for efficient office operation.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board's policies and the professional standards.

Philosophical Underpinnings

The applicant must understand and embrace SBCS's philosophical approach to stakeholder engagement:

- Parents are our partners and should be treated as such.
- Kindness is essential in all our work and relationships.
- We believe in presenting ourselves with excellence to all stakeholders.
- We maintain a level of compliance and collegiality with district representatives.
- We are committed to doing what it takes to ensure the success of our academic program.

Personality Type

The applicant must be a positive, energetic, kind, and inclusive leader. S/he must be able to work alongside the Principal in the trenches and on normal days. S/he must be equipped to, with sincerity, compassion and tact, troubleshoot delicate situations with parents and staff who may be concerned, worried, upset, angry, disappointed, confused, or ill-informed. S/he must also be:

- A thoughtful communicator.
- Logistically competent and able to effectively prioritize what is urgent and important.
- Comfortable saying the hard things in ways that don't damage morale or interpersonal relationships.
- Willing to work very hard while maintaining a work life balance.
- Ready to give and garner the trust and flexibility of colleagues.
- Happy to wear different hats and thrive in a transboundary role.

Desired Qualifications

- High School graduate or equivalent.
- Two years of office support experience, including one year in a secretarial role.
- Knowledge of business procedures/protocol.
- Knowledge of English grammar and usage, spelling, punctuation and vocabulary.



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- Knowledge of standard business formats for correspondence, narrative reports and related materials.
- Ability to exercise sound judgment on a variety of matters guided by general instructions.
- Ability to locate, retrieve, compile, synthesize, and summarize information from a variety of sources.
- Ability to interact with other employees and the public with tact and courtesy.
- Skilled in use of advanced computer programs, including Microsoft Word, Excel, and PowerPoint. Ability to learn new information management systems, including Infinite Campus and BUZZ.
- Good verbal and written communication skills.

The application is a two-step process.

- 1. Please complete the online application [here](#). All documentation necessary (scanned copies accepted) to substantiate minimum qualifications must be uploaded into the Baltimore City Public Schools application, including copies of all transcripts (undergraduate and graduate) and MSDE certifications.**
- 2. In addition, please send your materials to sbcs@sbcschool.org and use the subject line: Hiring Committee--Assistant to the Principal/School Secretary. Please include:**
 - Cover letter.
 - Resume that clearly demonstrates the above minimum qualifications. Please include all experiences and education related to this position.
 - Three (3) professional references to include: name, title, business address, e-mail address and phone number.

Applications will be reviewed until the best candidate for the position is found. Interviews will be ongoing beginning in April 2021.