



Full Time Administrative Support Position

Bear Creek Community Charter School is seeking qualified candidates for an Administrative Support position in the School's main office. This is a full-time, twelve-month position with immediate availability. The successful candidate will be responsible for providing administrative support to the School Leadership Team and assisting students, staff and parents in the school environment. A more detailed job profile is available on the School's web site at www.bearcreekschool.com

Candidates must demonstrate interpersonal skills needed to work in a fast paced, service-oriented environment, along with the ability to accomplish goals and objectives with a high level of accuracy and competence. Fluency with Microsoft Word and Microsoft Excel is required.

Starting wage of \$16.00 per hour. Bear Creek Community Charter School offers full-time employees opportunities for annual performance-based salary increases, a comprehensive health insurance benefit package, paid time off, 403(b) retirement plan, whole and term life insurance, paid professional development, daily meals and a rewarding work environment.

Please submit a General Employment Application with cover letter to:

Human Resources
Bear Creek Community Charter School
30 Charter School Way
Bear Creek Township, PA 18702

Bear Creek Community Charter School is an Equal Opportunity Employer.



Administrative Support Job Profile

Reports To: Business Manager

Base Wage: \$16.00

Status: Full Time – Twelve Month

FLSA: Non Exempt

Created: March 14, 2022

Revised: August 7, 2025

Position Summary

Individuals serving in the role of Administrative Support serve as part of a team in the School's main office, providing administrative support to the School Leadership Team, and assisting staff, students, parents and visitors in the school environment.

Essential Functions

1. Consistently promote and uphold the school's mission and core values.
2. Support a culture of continuous learning and improvement.
3. Answer phone calls in a pleasant, informed manner for the purpose of providing accurate and timely information to stakeholders.
4. Greet visitors (students, parents, staff, others) to the school office in a pleasant and informed manner. Processes incoming visitors, enforces the school's visitor policy and distributes visitor tags.
5. Respond to inquiries from staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required. Forward requests for information to the appropriate individuals. Initiate the necessary follow through to ensure closure.
6. Compose documents to communicate with staff, parents, and community members. Coordinate the mailing and distribution of various documents and communication to parents, staff and other stakeholder groups as directed.
7. Assist with enrolling new students, maintaining accurate student records, transferring of student records, and the student withdraw process.
8. Assist school leadership in coordinating student transportation and transportation-related paperwork and communication.
9. Perform accurate and timely data entry of student information into the student information system as well as the food service point-of-sale system.
10. Process approved requisition requests in an accurate, efficient and timely manner, including supplies, materials, etc. Receive and reconcile incoming supplies and materials and ensure they are distributed appropriately. Effectively coordinate with other staff and departments as necessary.

11. Maintain the school petty cash fund, ensuring accuracy, security, and accountability.
12. Balance the food service point-of-sale system daily, investigating and reporting any discrepancies.
13. Collect and secure incoming funds. Prepare and complete weekly bank deposits, coordinating with the School Business Manager as necessary.
14. Assist with other office-related duties as needed. Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities (team effort).
15. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating a positive attitude, appropriate attire and grooming, and an effective work ethic.
16. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
17. Work to avoid the appearance of any conflict of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
18. Adhere to the Staff Handbook, school procedures and protocols local, and all local, state and federal laws.
19. Effectively utilize technology and/or electronic equipment to support the fulfillment of responsibilities.
20. Perform any other duties and responsibilities as assigned, and not otherwise prohibited by law or regulation.

Minimum Qualifications

The minimum qualifications or standards required to perform the essential job functions are:

1. A high school diploma.
2. Exhibit a personality that demonstrates interpersonal skills that relate well with students, staff, administration, parents and the community. Ability to work effectively with others to accomplish goals and perform both efficiently and effectively.
3. Demonstrate the ability to use computers for word processing, data management, and telecommunications. Prior experience and fluency in Microsoft Outlook, Microsoft Word, and Microsoft Excel is required.
4. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
5. Demonstrate strong self-confidence, integrity and good moral character.
6. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

7. Ability to obtain the appropriate state and federal background checks and clearances acceptable to the school and required for ongoing employment in a public school setting.
8. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation.
9. Meet such alternatives to the above qualifications as the School Leadership Team may find appropriate and acceptable.

Core Competencies

The successful candidate for this position must be able to demonstrate the following core competencies:

Core Competency	Description/Characteristics
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of action with a minimum of planning; seizes opportunities when they arise.
Approachability	Is easy to approach and talk to; can be warm, pleasant and gracious; is sensitive to and patient with others; builds rapport well.
Composure	Is cool under pressure; does not become cynical, moody or hostile when times are tough; is considered mature; can be counted on to hold things together during rough times; can manage personal stress; is not knocked off balance by the unexpected.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers (students, parents, staff and general public); gets first-hand customer information and uses it for operational improvements; talks and acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Dealing with Ambiguity	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
Ethics and Values	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and tough times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
Informing	Provides the best information people need to know to do their jobs and to feel good about being a member of a team; provides direct information to individuals so they can make accurate decisions; is timely with information.
Integrity & Trust	Has an uncomplicated and uncompromising understanding of right from wrong, both publicly and privately. Demonstrates courage of conviction for what they believe. Is widely trusted and is respected as a direct, truthful individual. Keeps confidences; doesn't blame others for his/her own mistakes.
Interpersonal Skills	Listens effectively and communicates ideas and opinions clearly. Is assertive while showing respect and positive regard for others. Demonstrates an appreciation for people with different backgrounds and points of view.

Core Competency	Description/Characteristics
Learning on the Fly	Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure.
Organizing	Can marshal resources to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
Organizing and Problem Solving	Can orchestrate multiple activities at once to accomplish a goal; uses time and resources effectively and efficiency; arranges information in a useful manner; solves problems with effective solutions; asks good questions and probes all fruitful sources for answers; looks beyond the obvious and doesn't stop at the first answers.
Organizational Agility	Knowledgeable about how organizations function; knows how to get things done through both formal channels and the informal network; understands the origin and reasoning behind key policies, practices and procedures.
Perseverance	Pursues everything with energy, drive, and the need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks; can be counted on to exceed goals.
Priority Setting & Time Management	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; uses time effectively and efficiently; eliminates roadblocks and creates focus; sets priorities.
Results Orientation	Stays the course from start to finish; does not confuse effort with results; separates what is important from what is not. Is action-oriented and full of energy for things that he/she as challenging; not fearful of action with a minimum of planning.
Technical Skills and Learning	Has the functional and technical knowledge and skills to do the job at a high level of accomplishment; picks up on technical things quickly; can learn new skills and knowledge.

Other

Individuals serving in the role of Administrative Support must be physically able to exert up to 250 pounds of force occasionally, and/or a negligible amount of force constantly to move or restrict persons or objects. He/she must occasionally lift and/or move up to 25 pounds.

While performing the functions of this job, the employee is occasionally exposed to cold, heat, and outdoor weather conditions.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; and frequently required to stand, walk, sit, reach with hands and arms; and is occasionally required to climb or balance, stoop, kneel, or crouch.

Employee must be willing to work additional hours/overtime as requested, including after-school activities.

Employees must be able to drive or otherwise successfully transition to and from off-site meetings and activities. A valid Pennsylvania Driver's License and clean driving history is required.

The position requires the ability to:

- Compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Speak and signal people to convey or exchange information. This includes giving instructions, assignments or directions to students, staff members or other stakeholders.
- Read a variety of correspondences, manuals, journals, etc. Requires the ability to make presentations, provide instruction, prepare reports, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.
- Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety information in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Record and deliver information, to explain policies and procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently at a variety of levels, with students of various age groups and abilities, along with parents and other professionals.
- Utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply principles of statistics and statistical inference.
- Coordinate hands and eyes rapidly and accurately in using computer and other equipment.
- Handle a variety equipment. Must have minimal levels of eye/hand/foot coordination.
- Differentiate between colors and shades of color.
- Specific vision abilities including close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.
- Deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Talk and hear. Talking includes, but is not limited to, expressing or exchanging ideas by means of spoken words. Hearing includes, but is not limited to, perceiving nature of sounds by ear. Must be able to communicate via telephone, as well as e-mail and in person.

Disclaimer

The preceding job profile has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

Administrative Support Flight Plan

Fulfill the responsibilities of the School Receptionist in his/her absence.

Disseminate information using Microsoft Outlook.

Maintain accurate calendars using Microsoft Outlook.

Create, maintain and share data using Microsoft Word.

Create, maintain and share data in spreadsheet format utilizing Microsoft Excel.

Ability to type along with accuracy in data entry. Utilize PowerSchool and NutriKids software on a daily basis.

Follow established procedures consistently; make recommendations for new procedures or modification of existing procedures to resolve potential issues or improve efficiency in a process.

Assist in organizing student transportation, including communicating with third-party transportation companies, parents, organizing paperwork and maintaining accurate information.

Assists the Director of Student Affairs in organizing, arranging, confirming and issuing payment for student field trips.

Processes approved conference and similar requests, including registration, lodging and payment; shares key information with participants using Microsoft Outlook, including detailed calendar entries with pertinent attachments.

Reviewing approved requisitions for supplies, materials and equipment; placing orders, following-up on outstanding orders, receiving and reconciling deliveries, and coordinating effectively with others within the organization as necessary (School Business Manager, Chief Executive Officer, Maintenance Staff, etc.). Process required returns in a timely manner and ensure proper credit is received for damaged, defective or returned goods or materials.

Prepare mailings as required throughout the year with the support and direction from the School Leadership Team, including copying, assembling, stapling, stuffing, stamping, postage and mailing.

Assists the Director of Curriculum and Instruction with the new student enrollment process, including processing the required paperwork, communicating with parents, and data entry responsibilities.

Review and process any situations involving a student's change of address, including obtaining the required documentation, updating school systems and records, and communicating with all interested parties.

Review and process any situations involving a student withdrawal, including obtaining the required documentation, updating school systems and records, initiating the appropriate transfer of records and communicating with all interested parties.

Organize, scan and upload student records into the PowerSchool student information system in an accurate and timely manner.

Assist in the coordination and management of the School's volunteer program, including providing information to parents, Volunteer Applications, required state and federal clearances and background checks, maintaining accurate records of volunteer hours, communicating with volunteers and potential volunteers, disseminating information about volunteer opportunities and assisting the School Leadership Team with organizing and implementing volunteer opportunities. Assist with the daily breakfast cart as needed.

Coordinate the dissemination and collection of student, parent and staff paperwork; track responses and perform necessary follow up. Scan and archive as required. This includes but is not limited to the Staff Handbook Acknowledgement, Student/Parent Handbook Acknowledgement, etc.

Maintain accurate information relating to student emergency contacts using the PowerSchool student information system and Microsoft Excel and disseminated updated information to teachers and key staff following a pre-determined schedule.

Maintain accurate information relating to Act 48 continuing education requirements for certified staff, including assisting with accurately logging, tracking and reporting staff Act 48 hours.

Maintain an adequate supply of general office supplies for use by school staff on an as-needed, supplemental basis. Submit requisitions to replenish stock as necessary. Provide staff with assistance and support in the supply/material requisition process.

Probe, inquire, and ask questions as necessary to promote the best interests of school operations. Be proactive and take all necessary steps required to perform duties effectively and uphold department and organizational goals and objectives.