



UTOPIAN
ACADEMY FOR THE ARTS

TALENT & RECRUITMENT DEPARTMENT

www.utopianacademy.com

talent@utopianacademy.com

JOB TITLE: Principal Secretary

About Utopian Academy for the Arts:

Utopian Academy for the Arts is an independent public charter school serving middle school children and families throughout Clayton County, GA. Utopian Academy was approved by the State Charter Schools Commission of Georgia and operates as a Local Education Agency. The rationale for the enrollment plan for Utopian Academy for the Arts is to provide a significant educational benefit of having gender-based classroom environments, Saturday school, and classes in the dramatic, media, and culinary arts for students in Clayton County, GA.

Responsibilities

- Performs a wide a variety of clerical duties, including but not limited to typing and preparing letters, memoranda, reports, bulletins, handbooks, questionnaires, purchase orders, and other materials;
- Prepares Principal's Weekly Newsletter update;
- Sends Remind Messages and other special communication to parents;
- Maintains Principals Student of Month and Information Boards;
- Acts as resource person to teachers, students, parents, and the general public regarding general and specific information on the policies, procedures, and activities of assigned school site;
- Collects necessary information and maintains a variety of logs and records related to students and intervention (approximately 80 students with updates required weekly);
- Reviews and maintains Saturday School rosters, assignments, and conducts parent follow-up when students do not attend;
- Monitors attendances and initiates parents calls for absent students;
- Receives and processes progress updates for parents like Successmaker updates etc.;
- Maintains equipment inventory logs/records;
- Answers phones for principals; takes messages and calendars appointments for principals;
- Takes notes of minutes of meetings or hearings and prepares them to be in final document format;
- Maintains files for the Principal, ensuring that material is properly marked and accessible for immediate use by the Principal;
- Maintain and update principal management charts monthly like (discipline referrals, volunteer hours, staff attendance, student attendance, A/F Report, Benchmark Charts, etc.);
- Maintains computer sign-out logs and schedules tech maintenance as needed;

- Assists Deans and Teachers for the purpose of supporting them in the completion of their work activities;
- Other duties that might be assigned from the Principal.

Qualifications

- College degree preferred;
- Administrative certification a plus;
- Previous experience working with children;
- Outstanding writing skills; to write and edit quickly with minimal supervision;
- Excellent interpersonal skills and the ability to manage projects and people simultaneously;
- Exhibited leadership in working with professional staff, students, and the community;
- Agreement with the academic goals and philosophy of Utopian Academy for the Arts;
- Experience working in an urban setting and charter school experience, highly desirable.
- Demonstrated ability to work effectively as a team member
- Must be able to pass a local criminal history check, a fingerprint background check;
- Experience working in an urban setting and charter school experience, highly desirable.

HOW TO APPLY:

Application and materials must be submitted electronically to talent@utopianacademy.com
PLEASE STATE POSITION APPLIED FOR IN THE SUBJECT LINE OF
ELECTRONIC SUBMISSION. **Applications will be reviewed on a rolling basis.**

- **Completed Application** for Employment including:
- Cover letter
- Resume