

Front Office Assistant

Full Time Position

This is a Full-Time position at the Upper Campus of the GLOBE Academy, which houses Grades 4-8. The GLOBE Academy is a K-8 charter school on two campuses that opened in 2013 and fosters Global Learning Opportunities through Balanced Education, serving students from all over DeKalb County, GA. With a focus on dual-language immersion, an experiential -learning model and a constructivist approach, GLOBE inspires students to be high-performing lifelong learners equipped to make a positive impact in the world.

The GLOBE Academy is currently seeking energetic and experienced individuals who are looking for the opportunity to continue the traditions we have initiated, to help build a program in a supportive and collaborative environment that values the arts, diversity, and world cultures, and to add to our team of dynamic staff. GLOBE encourages its office staff to be innovative and creative to enhance productivity.

Job Description:

The GLOBE Academy is seeking a self-motivated front office assistant with the ability to support administration, parents, and students in a fast-paced climate while maintaining a professional and efficient work area.

Essential Functions:

A positive and professional demeanor is required when greeting those who enter the office.

Candidates must possess exemplary telephone skills.

A knowledge of basic computer skills is required. This includes all areas of Google.

Filing must be completed in a timely manner to ensure student records and files are up to date and current.

Adjusting student's attendance when they are late or if leaving early for the day. Attendance is EXTREMELY important and shall be accurate.

Assist the Head of School and Assistant Head of School with any tasks that may arise.

Flexibility is paramount in this position.

Experience and Qualifications:

Resiliency, ethical, well-organized, collaborative, passionate, and dedicated to The GLOBE Academy's mission and goals.

High School Diploma or Equivalent

Must pass a criminal background check and fingerprinting.

To apply, please send a resume and a cover letter to careers@theglobeacademy.net and include the following:

- 1) Relevant prior experience
- 2) Names and contact information for at least 3 recent references.

All applications must be in the following format:

In the subject line please state your name and the position you are applying for (i.e. “Amber Smith – 3rd Grade English Speaking Lead Teacher” OR “Alex Miller – 1st Grade French Speaking Teacher”).