



Summit Academy

Position: Administrative Assistant-Counseling Department

Department: Education Services

Position Type: Administrative Assistant/Non-Exempt FLSA Status/IMRF

Location: Summit Academy

190 day contract | July - June

Supervised by: Principal/Assistant Principal

Position Summary:

The Administrative Assistant-Counseling Department at Summit Academy supports the daily operations of the counseling office and school by providing essential administrative, clerical and customer service support to ensure a smooth opening and closing of the school day. This position serves as a primary point of contact for students, families, staff, and community partners while coordinating office operations, maintaining student records, scheduling meetings, and completing essential reporting. In alignment with Summit Academy's mission to Reset, Connect, Restore, and Return, the Administrative Assistant contributes to a welcoming, organized and student-centered environment that supports student success, prepares students for successful reintegration into their home schools, and equips them for future educational, career, and personal success.

Major Responsibilities

- Provide professional, courteous, and confidential customer service through multiple communication systems
- Complete data entry, analysis, and reporting using student information systems and Google Workspace
- Organize and schedule a high volume of individual and group meetings
- Communicate with external stakeholders in a timely and professional manner
- Answer phone calls and provide timely follow up
- Provide administrative support throughout the student enrollment and educational lifecycle of students.
- Connect with students through relationship building exercises and practices
- Attend daily staff meetings and participate in professional development
- Other duties as assigned by supervisors

Job Qualifications

- High school diploma or equivalent
- 2 years experience in an administrative assistant role or equivalent
- Expertise in Google Suite and Microsoft products
- Expertise or experience with Skyward preferred or equivalent student management system
- Successful completion of all required pre-employment screening and a physical is required.

Working Conditions

- Summit Academy is a highly supported environment; however, has the potential to be a high stress environment that exceeds that of a traditional school setting.
- Ability to work the in-person during the school calendar year is imperative



- Consistent employee attendance and punctuality is required
- The ability to work effectively in a fast-paced environment, manage multiple priorities, and multitask while meeting deadlines is required.
- This position may require the employee to be available to work unconventional hours beyond the normal day occasionally to meet operational needs.