



# Opportunity Charter School

240 West 113<sup>th</sup> Street New York, NY 10026

Telephone: 212-866-6137 Fax: 212-665-7436

---

**Gail Edwards**  
Director of Human Resources

## **Executive Assistant to the High School Principal**

**Summary:** This position supports the high school Principal's daily activities, and supports the high school program through substitute management and testing coordination.

**Key Responsibilities** include, but are not limited to:

- Strategically manage the Principal's calendar by scheduling all meetings and events, ensuring that time is allocated to balance immediate needs with long-term priorities.
- Process all communications sent to the Principal by managing the Principal's email, assessing the importance and urgency of messages, and supporting timely and effective responses.
- Ensure open and regular communication between the middle and high school programs to ensure coordination and alignment of new programming.
- Take documentation during meetings, calls to parents, etc.
- Oversee the hiring, management, and reporting of daily and long-term substitutes for the high school.
- Collect and keep updated sub plans from all full-time high school teachers;
- Organize, manage, and implement all standardized testing for the high school, including scheduling of testing rooms, accommodations, meals, etc.
- Coordinate with the College and Career Guidance department regarding the announcement of upcoming tests, and the distribution of test scores.
- Keep an updated database of students' test scores with special attention paid to Regents scores.
- Record high school Regents scores in TeacherEase.
- Analyze data to assist in the development of school improvement plans.
- Other duties as assigned by the Principal.

**Qualifications:**

- Strong organizational skills
- Exceptional verbal and written communication skills
- Experience with basic computer programs including Word, Excel
- At least three years of experience as an executive assistant
- Bachelor's Degree

**Learning Beyond Limits.**