

Administrative Support Specialist

Status: Exempt, Full-Time (1.0 FTE)

Calendar: Calendar Year (12 months)

Overall Objectives

The Administrative Support Specialist provides flexible and comprehensive support to Yinghua Academy's Administrative team and Front Office. This position plays a key role in supporting Administrative staff with project-based needs and special assignments, helping the team function efficiently and effectively beyond daily operations. In addition, the Administrative Support Specialist ensures smooth day-to-day operations by coordinating purchasing and supplies, assisting with financial and billing tasks, supporting arrival and dismissal operations, and serving as a reliable resource for staff, families, and vendors. The role requires strong organizational skills, attention to detail, and the ability to balance multiple responsibilities while maintaining professionalism and confidentiality.

Principal Roles & Responsibilities

Administrative & Office Support

- Provides project-based support and special assignments for the administrative team, including preparing documents, signage, labels, event materials, and other school-wide or grade level/subject specific projects.
- Assists the front office with daily operations such as arrival, dismissal, and coverage when needed.
- Coordinates staff printing needs, including high-volume print jobs, laminating, and troubleshooting; manages service requests with the print vendor.
- Helps maintain the organization and presentation of front office systems, bulletin boards, and some school-wide displays.
- Prepares parent account statements (e.g., for tax purposes), provides basic billing support, and assists with Infinite Campus School Store billing and transactions.
- Serve as the primary support for the Infinite Campus School Store, including setup, refunds, staff training, and assisting with access to transaction records and reports.
- Assists with staff training and support on key systems and processes, including Infinite Campus (IC), Silent Dismissal (SD), and purchasing procedures.
- Other duties as assigned

Purchasing & Supply Management

- Manages the complete purchasing cycle: processes requests, secures approvals, places orders, and tracks deliveries.
- Reviews and verifies incoming deliveries for accuracy, resolves discrepancies with vendors, and ensures timely distribution of supplies to the appropriate staff and classrooms.
- Maintains school-wide supply inventories and proactively restocks to support efficient operations.

Communication

- Maintains professional and supportive communication with staff, families, and vendors.
- Actively participates in Admin, All-Staff, and team meetings and contributes to a positive, service-oriented front office culture.
- Responds to requests and e-mails in a timely and organized manner, balancing multiple priorities effectively.

Professional Conduct

- Upholds professional and ethical standards in all interactions, maintaining confidentiality and respect in all matters, including student-related information and sensitive organizational topics.
- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
- Maintains confidentiality in all areas related to students.
- Demonstrates reliability and good judgment.
- Participates in required training and ongoing relevant professional development.
- Commitment to Yinghua Academy's mission, values, and guiding principles.
- Maintains a professional image and a positive attitude.
- Completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals and requires minimal supervision.
- Takes pride in work and is committed to quality.

Qualifications

- High school diploma or equivalent required; Bachelor's degree preferred.
- Prior office, administrative, or school support experience preferred.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects simultaneously.
- Proficiency in Microsoft Office Suite, Google Workspace, Adobe, and other technology platforms required.
- Experience with Infinite Campus, Silent Dismissal, and other student information systems strongly preferred.
- Strong interpersonal and communication skills with families, staff, and vendors.
- Ability to work collaboratively with diverse stakeholders, including school staff, parents, and community members.

Employee Requirements

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

Salary

\$42,000 - \$50,000 (DOQ); performance-based increases

Benefits

We offer a comprehensive benefits package for employees working a minimum of 30 hours per week. This includes health, dental, and vision insurance, Kavira (direct-to-employer healthcare), Flexible Spending Accounts for medical and dependent care, as well as life insurance, accidental death and dismemberment (AD&D) coverage, and long-term disability insurance.

Start Date: ASAP

To Apply: Send Cover Letter, Resume, and [Application for Employment](#) to HR@yinghuaacademy.org

Yinghua Academy is an Equal Opportunity Employer

Yinghua Academy District 4140-07 prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at <https://www.yinghuaacademy.org/ourteamadministration/school-management/>